

# WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## Librarian – Media Specialist Position Description

**LOCATION:** Various Schools

**JOB CATEGORY:** Professional

**PAY GRADE:** Grade 1-5

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:** Building Administrator(s)

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

The role of the library program is to ensure that students and staff are effective and independent users of ideas and information. The primary responsibility of the school librarian is to assist students and teachers in accessing, using, and evaluating information. The Librarian/Media Specialist serves as a primary school leader in providing information and skills in technology and multimedia. The library program supports the curriculum by providing adequate resources for both students and teachers. Since information use is best taught in context, library use should be integrated throughout the curriculum with collaboration between the librarian and classroom teachers. Ideally, the teacher and librarian are partners in the delivery of instruction. Knowledge of students and the curriculum remains the foundation of good school library service regardless of the format, or source of the information.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Administers the policies and procedures for the efficient operation of the library, including cataloging, processing, organizing, and circulating materials.
- Directs, organizes, and supervises the personnel and services necessary to maintain a library program centered on students' needs and the instructional goals of the school.
- Creates and maintains a welcoming environment in which students and staff can read, learn, and work productively.
- To develop as a school leader in technology and multimedia, regularly trains in the use and best practices of such.

- Models and promotes the instructional integration of current technologies and multi- media resources. This is a critical and growing component of job performance.
- Develops and maintains a balanced collection of print, multimedia, and electronic Resources to support the school's curriculum and to meet the diverse learning needs of students.
- Assists students and teachers in accessing, evaluating, and using information from print and electronic resources.
- Works with teachers to promote resource based learning (learning which results from the use of multiple resources) and information literacy (skills of information problem- solving).
- Informs teachers and students of new resources that are available.
- Maintains accurate records and completes reports of inventory holdings, financial transactions, and circulation statistics.
- Reads reviews in journals and other selection resources to keep collection current and relevant.
- Weeds obsolete and worn materials from the collection.
- Participates in local professional growth activities as well as other educational and Professional associations.
- Supports the utilization of multimedia equipment for instructional purposes, and assists teachers in their use.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Maintains and respects confidentiality of student and school personnel information.
- Models professional, moral, and ethical standards as well as personal integrity in all interactions.
- Assumes responsibilities outside the classroom as they relate to school;
- Models nondiscriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff student relationship and the essential duty to serve as a role model;
- Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- Performs those activities, as determined by the Principal, which are directed toward accomplishing the instructional mission of the school.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Demonstrated ability and professional and personal characteristics necessary for working effectively with school personnel and members of the community. The ability to

deliver instructional lessons to students, and to relate to students in a caring manner. The ability to learn and incorporate technology and multimedia skills into media center instruction. Thorough knowledge of school division rules, regulations, and procedures. The ability to identify student reading levels, and direct students to appropriate reading materials.

### **EDUCATION AND EXPERIENCE**

Candidate must be a graduate of an accredited college or university and hold endorsement(s) and/or appropriate license(s) for position as required by the Commonwealth of Virginia and School Board.

### **SPECIAL REQUIREMENTS**

Candidate must possess personal skills reflecting flexibility, cooperation, and concern for the human element of education. Candidate must possess communication skills at a level to successfully communicate with all other faculty members. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria; auditorium; and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required.

Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs

children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

**EVALUATION**

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by building administrator(s).