



Job Title:	Library Media Specialist	Job Category:	Certified
Location:	School	Term of Contract:	9 months
Level/Salary Range:	See salary schedule	Position Type:	Full Time

Reports to:	School Principal Director of Teaching & Learning District Technology Director
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Job Description: The School Library Media Specialist is responsible for ensuring effective practices in the selection, use, and evaluation of library and technology materials that support and enhance the instructional program of the school system.

Responsibilities

Administration & Organization:

- Prepares and administers the library & technology budgets as required.
- Evaluates, selects, acquires, and organizes media center materials and equipment to support the curriculum and to meet the varied interests, abilities, and needs of students and faculty.
- Re-evaluates materials and equipment regularly, weeding those which are obsolete or worn. Dispositions technology inventory as necessary.
- Provides for the maintenance and repair of all media center equipment and materials.
- Administers and maintains all information and circulation technology within the library media program.
- Organizes and maintains media center records, statistics, technologies, and inventories of library and technology items.
- Organizes and maintains the media center as a functional, attractive, safe, and orderly environment for optimal use by students and faculty.
- Schedules the use of the facility and resources for the optimum accessibility to all students and faculty.
- Informs the school community about the library media center programs, materials and services.
- Coordinates the school library media program with system-wide goals.
- Trains and supervises all media center staff, student helpers, and volunteers in the performance of their duties.



- Assists the district technology department with the training of instructional and administrative school technology, including teacher network and email best practices.
- Follows district guidelines on network security and communicates network security policies to school staff in a timely manner.
- Serves as liaison between the technology department and the school in matters relating to instructional technology.

Instruction:

- Provides programs and services which encourage lifelong learning and reading.
- Assists students in developing listening, viewing, reading, comprehension, and information processing skills.
- Provides staff development opportunities in the use of information resources and in the utilization of information and instructional technologies.
- Collaborates with teachers to incorporate information skills into all areas of the curriculum.
- Works in cooperation with teachers to design activities, materials, and instruction which promote curriculum integration.
- Provides instruction in the operation of hardware necessary to use information in any format.
- Informs school community of laws and policies pertaining to the use and communication of ideas, such as copyright and acceptable use.
- Trains and mentors teachers to develop and implement lesson plans that integrate standards from the Alabama Digital Literacy and Computer Science Standards into district curriculum.
- Models effective and ethical use of technology for teachers and students.

Curriculum Support:

- Participants in district, school, departmental, and grade level curriculum design; integrates curriculum needs into the library media program.
- Assist teachers in the selection of books, programs, and other instructional materials and equipment.
- Maintains a professional collection.
- Maintains a current file of selection resources which staff may use for curriculum instruction or for ordering supplemental curriculum needs.
- Works with other libraries' personnel to coordinate efforts of common interest.



Professional Development:

- Remains current in the library media profession through conferences, workshops, professional reading & classes.
- Keeps abreast of new and emerging technology by reading professional journals, attending meetings, workshops, conferences, previewing and evaluating new products and taking course work.
- Plans and delivers professional development on new technologies and programs as needed to their faculty and staff.

Other:

- Attends and participates in faculty meetings and works with other staff members in planning school activities, instructional goals and objectives.
- Participates in extracurricular activities as mutually agreed upon by faculty and administration.
- Seeks assistance of specialists as needed.
- Maintains proper professional relationships with students and other employees.
- Assumes other appropriate responsibilities as required of other faculty members.
- Performs other reason duties during school necessary to the effective operation of school when requested by the principal.
- Attends district level meetings and required training for school technology staff.

Qualifications/Education/Certifications

- Valid Alabama Teacher's Certificate
- Master's Degree with Certification in Library Media, K-12
- Experience using instructional technology in the classroom setting preferred
- Experience with implementing and sustaining virtual education platforms (Google, Schoology, etc.,) preferred.