

**SCHOOL DISTRICT OF SHEBOYGAN FALLS
POSITION DESCRIPTION**

JOB TITLE: Library Media Specialist

REPORTS TO: Building Principal

LENGTH OF WORKYEAR: 200 Days

BUILDING ASSIGNMENT: As Assigned

QUALIFICATIONS: Department of Public Instruction Licensure and as determined by the Building Principal.

JOB GOAL: The primary goal of the library media specialist shall be to provide intellectual and physical access to materials in all formats; provide instruction which fosters competence and interest in reading, viewing and using information and ideas; and to work with teachers to design learning strategies to meet the needs of individual students.

PERFORMANCE RESPONSIBILITIES:

1. The library media specialist shall provide the leadership and expertise necessary to insure that the library media program is an integral part of the instructional program of the school.
2. The library media specialist shall create and maintain an inviting, attractive physical environment within the library media center and in relation to all the physical elements of the program.
3. The library media specialist shall provide flexible access to the library media center within the school day to meet the needs of individuals, small groups and large groups for research, browsing, recreational reading, viewing or listening.
4. The library media specialist shall select the most advanced resources and equipment, both traditional and electronic, that are appropriate for accessing and producing information related to students' and teachers' learning needs.
5. The library media specialist shall maintain a collection that is diverse in format and content to support the learning needs of students with a wide spectrum of abilities, backgrounds, needs, and learning styles.
6. The library media specialist shall build and maintain expertise in a wide range of information issues, resources, and technology.
7. The library media specialist shall inform teachers and students of new materials, equipment, and services that meet their information needs.

8. The library media specialist shall teach students the search strategies needed to sort through the vast array of information available via print and electronic sources.
9. The library media specialist shall assist students and teachers in identifying, locating and evaluating information housed in and outside the library media center.
10. The library media specialist shall collaborate with teachers and staff to integrate information literacy competencies throughout the teaching and learning process.
11. The library media specialist shall collaborate regularly with teachers to encourage students to become information literate, independent in their learning, and socially responsible in their use of information and information technology.
12. The library media specialist will assist in supervision of students at all times during the work day.
13. The library media specialist shall complete all other duties as assigned by the administration.