

MONONA GROVE SCHOOL DISTRICT
Position Description

Position Title: Library Media Specialist

Department/Location: School Building

Reports to: Building Principal and Director of Instruction

Employees Supervised: None

POSITION SUMMARY:

Under the direction of the Building Principal and the Director of Instruction, the Library Media Specialist collaborates with teaching staff in the development of student literacy through the administration of the library media program. This position also provides specialized instruction to students and teaching staff, guides the integration of technology at the building level, and oversees the selection, organization, utilization, and maintenance of library, information, and curriculum resources.

PERFORMANCE RESPONSIBILITIES: This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Serve as the catalyst for the integration of technology into all curricular areas.
2. Promote intellectual freedom and equity of access.
3. Promote ethical and responsible digital citizenship and use of intellectual property.
4. Assist in evaluating and promoting awareness of emerging technologies.
5. Participate in district library media and information technology program evaluations.
6. Participate on district and school information and technology teams/committees.
7. Collaborate with teachers to develop and implement authentic lessons, integrating technology into their curriculum.
8. Assist teachers in the implementation and documentation of performance assessments for standards-based lessons.
9. Participate in curriculum development to integrate technology into all content areas.
10. Assist in meeting the needs of diverse learners in collaboration with classroom teachers and specialists.
11. Promote and model the effective use of instructional resources in teaching.
12. Support classroom reading instruction and reading for academic and personal success.
13. Serve as a resource consultant and assist teachers in planning lessons.
14. Promote resource sharing within the district and beyond the district. Obtain resources and information through interlibrary loan, information networks and other sources.

15. Participate in building information and technology budget decisions.
16. Promote, model, and assist teachers with the integration of technology competencies into classroom instruction.
17. Assist in providing training on evaluating and using informational/instructional resources and learning tools.
18. Assist in providing professional development in the integration of learning tools into instruction.
19. Inform staff about new information resources and learning tools.
20. Identify select, order, receive, process, and organize resources that support the curriculum.
21. Provide flexible and equitable access to information resources and learning tools.
22. Manage the circulation and distribution of information resources and equipment.
23. Establish policies and procedures for effective use of resources.
24. Assist in managing the building library media budget.
25. Withdraw obsolete and worn out resources and equipment regularly.
26. Inventory library media center resources annually.
27. Continue to maintain and improve professional competence.
28. Maintain appropriate certifications and training hours as required.
29. Comply with applicable district, state, local and federal laws, rules and regulations.
30. Attend work regularly.
31. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

QUALIFICATIONS:

Experience, Training, and Licensure

1. Valid Wisconsin Department of Public Instruction Instructional Library Media Specialist license (1902), or eligibility to obtain appropriate license upon hire required.
2. Previous experience as a Library Media Specialist preferred.
3. Experience working with diverse learners and supporting culturally responsive practices preferred.

Knowledge, Skills, and Abilities

1. Ability to organize, catalogue, display, distribute and produce instructional materials.

2. Ability to select and provide access to a wide variety of materials which meet the needs of various learning situations.
3. Knowledge of and ability to teach information and technology literacy necessary for independent learning.
4. Ability to provide an environment conducive to quick accessibility, good study habits, and development of proficient media users.
5. Knowledge of civil rights relating to free access to materials and copyright laws.
6. Knowledge of and ability to work with technology and assist with integration in the classroom.
7. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
8. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
9. Excellent verbal and written communication skills.

WORKING CONDITIONS:

Work Environment

1. Classroom/school environment.

Physical Tasks

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Disclaimer: This position description is subject to change at any time.

Board Approved: February 8, 2017