

Lincoln Parish Schools

Job Description

TITLE:	6-12 School Library Media Specialist
QUALIFICATIONS:	Certified in Library Science
REPORTS TO:	Principal
SUPERVISES:	None
JOB GOAL:	To provide an effective school library media program which has a positive impact on student learning and achievement

PERFORMANCE RESPONSIBILITIES:

Learning Environment Responsibilities

1. The library media specialist creates a learning environment which supports the mission and goals of the school and promotes the development of skills and attitudes that prepare students for lifelong learning in an information-rich society.
 - Ensures that resources include different formats and levels to meet the range of diversity and needs of students and to support high expectations for student achievement
 - Adapts methods to accommodate the range and diversity of student needs
 - Provides extra assistance, support, and instruction as needed
 - Provides regular instruction to help students (whole class and/or individual) in the retrieval and use of resources, supplemented by frequent individual assistance
2. The library media specialist creates a learning environment which accommodates all students and their need to read, view listen, and communicate individually and collaboratively, using traditional and technological resources for ideas, information, and personal development.
 - Provides students the opportunity to read, view, listen, and communicate through flexibly scheduled class or group visits and through ongoing programs or special programs provided through the library media center
 - Assists individual students and groups in accessing, evaluation, and using information for curricular or personal needs
 - Supports the school's reading program and provides occasional reading emphases
3. The library media specialist creates a learning environment which incorporates collaborative planning and collaborative teaching by library media specialist(s) and teachers and integrates information literacy and technology instruction into the curriculum.
 - Works with teachers in a collaborative culture on an ongoing, regular basis to develop lessons or units that integrate information literacy skills into the curriculum
 - Provides leadership in developing a collaborative culture, encouraging shared responsibility for selection of resources and instruction in information literacy skills
4. The library media specialist creates a learning environment which provides an open setting that encourages the widest possible use of resources and active participation in the learning process as well as providing an essential link to the larger community.
 - Provides access for members of the learning community to resources and services of the library media program
 - Ensures that information on community and other resources of interest is provided on a regular basis
5. The library media specialist creates a learning environment which fosters individual and collaborative inquiry in preparing students to become critical thinkers, competent problem-solvers, and life-long learners who contribute productively to society.
 - Works with teachers to develop research activities, allowing students some choice in topic and resource selection within collaboratively developed parameters and guidelines
 - Ensures that students are given guidance in note taking and information-seeking skills and proper formats for citation of information sources
 - Is aware of copyright laws and guidelines and proper formats for citation of information resources and makes this information available on a regular basis through written and oral communications

6. The library media specialist creates a learning environment which incorporates opportunities for staff development and professional growth for library media staff as well as teachers, administrators, and other member of the school learning community.

- Participates in school-based and district-level staff development
- Seeks opportunities to present or sponsor workshops or staff development for teachers
- Occasionally attends other staff development activities, workshops, and conferences and shares and/or uses the information learned
- Shares information with faculty on learning opportunities of interest

Information Access and Delivery Responsibilities

7. The library media specialist provides a balanced collection of print, non-print, and electronic resources that support the curriculum and state standards, reflects an appreciation of diversity and recognition of different ways of learning, and promotes independent reading and learning as well as technologies for accessing and producing information.

- Ensures library collection meets collection guidelines
- Weeds collection regularly
- Organizes collection according to accepted classification rules
- Is responsive to and meets generally the curricular and information needs and reading interests of students and teachers
- Ensures the availability of some multimedia and electronic resources and Internet access
- Provides access to collections and resources to classrooms

Program Administration Responsibilities

8. The library media specialist manages the financial, physical, and human resources of the library media center efficiently and effectively.

- Uses standard selection aids, professional recommendations, and student suggestions in selecting materials
- Uses standard procedures to process, inventory, catalog, circulate, maintain, and weed the collection
- Regularly provides information on resources to students and staff using a variety of methods
- Arranges schedules of aides and volunteers to optimize student and teacher services and the efficient operation of the library media center

9. The library media program undergoes periodic review, and ongoing informal and formal assessments are used in developing a long range, strategic plan for improvement.

- Sets annual goals and presents those to the administration
- Uses formal and informal assessments, including input from administrators, faculty, and students, to assess the program
- Uses surveys and data from library reports, inventories, and other assessments to set short and/or long range goals for improvement and provides reports to the school and/or district administration

Facilities Responsibilities

10. The library media specialist arranges the facility to accommodate flexible access by classes and individual students, performs the basic functions of an effective library media program, provides a climate conducive to learning, and provides access to information and resources within the school, community, and across global networks.

- Arranges furniture and equipment, regardless of space, to encourage simultaneous use by one or more classes, small groups, or individuals
- Arranges the space to accommodate reading, viewing, production, and communication activities as well as library circulation and management tasks
- Arranges shelving to accommodate growth
- Utilizes appropriate furniture
- Provides a storytelling area (*elementary schools only*)
- Ensures the library media center is neat and well organized
- Uses various methods of display, furniture selection, and room treatment to establish a pleasant atmosphere of welcome and productivity
- Ensures library media center is easily accessible by person with disabilities

PROFESSIONAL RESPONSIBILITIES:

- Performs any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed
- Completes and returns all forms, reports, evaluation documents, etc. by required dates
- Remains open to suggestions and innovative ideas
- Exerts every effort to constructively involve parents in the school
- Communicates appropriately and works effectively with all populations
- Follows the Louisiana/Lincoln Parish 6-12 School Library Media Specialist Performance Evaluation Rubric
- Supports, implements, assists with, and/or ensures application of district initiatives and other programs or directives of the Superintendent and Board.
- Exhibits desirable qualities such as enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice-control, effective non-verbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- Follows the specific instructional requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.

TERMS OF EMPLOYMENT: Nine (9) months

EVALUATION: Performance in this position will be evaluated annually in accordance with the Board's policy by the site principal or designee.

SALARY RANGE: See Lincoln Parish Teacher Salary Schedule

While the operation of the Lincoln Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.