

**LIBRARY MEDIA SPECIALIST/LIBRARIAN**

- QUALIFICATIONS:**
1. Current teaching license validated by the Wisconsin Department of Public Instruction
  2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal

**SUPERVISES:** Clerical and student support staff

**JOB GOAL:** To provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

**PERFORMANCE RESPONSIBILITIES:**

1. Plans the school library media program to include;
  - a. Hours of operation,
  - b. Circulation procedures,
  - c. Class scheduling,
  - d. Rules, disciplinary policies, and attendance procedures,
  - e. Library media skills instruction,
  - f. Orientation and inservice activities on new technologies, equipment and software,
  - g. Integration with total educational program,
  - h. Evaluating the program with representatives of faculty and student body,
2. Prepares and administers the budget to include;
  - a. Authorizing orders and payments,
  - b. Maintaining records of expenditures,
  - c. Supervising public relations activities,
  - d. Developing bulletin boards and displays,
  - e. Announcements, brochures, and newspaper publicity,
3. Plans, designs and arranges school library media centers;
4. Cooperates with school and local libraries and library systems;

5. Participating in recruiting, hiring, training and supervising clerical help, student assistants and volunteers;
6. Providing services, resources, and guidance to students and teachers to include;
  - a. Evaluating and selecting new materials,
  - b. Evaluating the collection for obsolete materials,
  - c. Answering reference questions,
  - d. Supplying students and teachers with needed materials and equipment,
  - e. Supervising students,
  - f. Preparing bibliographies,
  - g. Preparing individual or group instruction in library skills and media production,
  - h. Providing guidance in the use of materials and special equipment such as microcomputers,
  - i. Working with individual teachers in planning learning activities,
  - j. Developing programs to motivate reading, listening, viewing, and communications skills,
  - k. Providing production of audiovisual materials on request,
  - l. Maintaining automated library systems;
7. Creates an atmosphere conducive to learning to include;
  - a. Teaching effective use of library resources,
  - b. Promoting good reading habits and research skills,
  - c. Teaching students responsibility in the care of materials, equipment and environment,
  - d. Arranging the library media center to support a variety of learning activities;
8. Promoting professional reading for staff;
  - a. Reading and scanning professional journals,
  - b. Routing materials of interest to staff members,
  - c. Selecting and organizing materials for the professional collection,
  - d. Keeping current with educational trends,
  - e. Circulating materials for professional growth of teachers,

9. Acquires knowledge of the educational program and of student needs;
  - a. Becoming familiar with courses of study,
  - b. Conversing with students to determine interests,
  - c. Surveying faculty and students to determine needed resources,
  - d. Collaborating with teachers and educational organizations in special projects,
10. Participating in departmental, faculty, curriculum and special meetings;
  - a. Attending faculty and department meetings,
  - b. Serving on committees whose activities directly affect the instructional media program,
11. Acquires and organizing materials to include;
  - a. Ordering, cataloging, and classifying media,
  - b. Supervising physical preparation of materials,
  - c. Supervising check-in, stamping, labeling, filing, etc.,
12. Supervising withdrawal of obsolete and damaged items;
  - a. Removing catalog cards,
  - b. Adjusting inventory records,
  - c. Preparing materials for discard,
13. Plans circulation policies and procedures (this includes directing assistants in charging and discharging materials, writing notices, counting, filing and keeping circulation records);
14. Maintains records of materials orders;
  - a. Keeping circulation statistics,
  - b. Inventory materials regularly,
  - c. Maintaining holdings on WISCAT and WISCON;
15. Participating in professional organizations and activities relating to both education and librarianship;
16. Continues to acquire knowledge through inservice education and academic courses;
17. Performs other tasks and assumes other responsibilities within the overall scope of the position that the supervisor may assign.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.