

Tri-County Area School District  
Plainfield, WI 54966

JOB DESCRIPTION

JD MIS 319

Updated: December 2016

**Position Title:** **Library Media Specialist**

**Qualifications:**

- Certification by the State of Wisconsin as a Library Media Specialist (code 902).
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to lead and manage others effectively.
- Ability to manage time and resources effectively in an ever changing environment.

**Position Function and Goal:**

Develop a school library media program dedicated to providing access to information and ideas. Build and maintain resource collections that include both internal and external access points to support the educational goals of the school and the personal, developmental, and curricular needs of students and teachers. Use technology effectively with students and faculty to facilitate teaching and learning. Develop, manage, and evaluate school library media programs to meet educational goals. Serve as a learning facilitator and a leader in the development of effective strategies for teaching and learning.

**Performance Responsibilities:**

- Performs those duties and responsibilities within the general job description of Regular Classroom Teacher (JD-15).
- Efficiently operates, prepares, administers, and supervises the District's Library Media Centers.
- Develops a positive climate that encourages students, teachers, support staff, and community members to make optimum use of the resources in the Library Media Centers.
- Applies suitable criteria for the evaluation and selection of materials and equipment as outlined by District policy and "best practice" principles.
- Manages and is responsible for the acquisition, processing, selective removal and replacement, organization, distribution, maintenance, and inventory of print and multimedia resources in the Library Media Centers.
- Evaluates, promotes, and uses existing and emerging technologies to support teaching and learning.
- Prepares and administers budget allocations from both the Common School Fund and the District, and maintains financial records.
- Prepares requests for purchase orders, within budgetary allocations, for materials and equipment to be utilized in the Library Media Centers.
- Ensures equitable access to the Library Media Centers and their resources within the school environment and beyond through Web 2.0 tools.
- Promotes the Library Media Center materials, resources, and facilities to staff, students, and the community through multiple communication channels and instructional programs.
- Works collaboratively with classroom teachers to integrate 21<sup>st</sup> century skills across the curriculum.

- Teaches related Library Media Center classes as required and/or assigned.
- Provides reference services to students, staff, and members of the community.
- Continually assesses and develops short and long range plans for the School Library Media Program with faculty and administrators to reflect the District and Library missions.
- Maintains a comprehensive and efficient system for cataloging all Library Media Center materials, and provides instruction in the use of the system to staff and students.
- Provides routine maintenance on, as well as arranging repairs of, audio-visual, computer, and technology related equipment.
- Maintains and files pertinent Library Media Center reports and records.
- Coordinates the development, revision, and implementation of relevant guidelines and School Board policies as they pertain to the Library Media Program.
- Trains and supervises library educational assistants, student library media aides, and volunteers.
- Promotes appropriate conduct of students using the Library Media Center.
- Complies with reasonable oral or written directives from the Principal(s) or other appropriate administrative personnel.
- Performs other such duties as may be assigned.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building Principal.