

Sheffield City Schools
Job Description – Library Media Specialist

POSITION TITLE: Library Media Specialist

QUALIFICATIONS: (1) Masters degree from an accredited institution with Certification in Library Media.
(2) A valid Alabama State Professional Educators Certificate for grade level assigned.
Background as school media specialist. Experienced in computer and related instructional technologies.

REPORTS TO: Principal

JOB GOAL: To work as a media resource specialist to library personnel and other school system personnel to ensure effective practices in the selection, use and evaluation of materials to support and enhance the instructional program of the school system.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Implements practices and procedures established by the Alabama State Department of Education.
2. Assists in planning, implementing, monitoring, and evaluating school library media programs.
3. Assists in the management and operation of the Media Center.
4. Provides guidance in the selection and acquisition of instructional materials in varying formats and levels of difficulty.
5. Assists in developing, updating and publicizing the resources, services and circulation policy of the Media Center and implements measures to ensure maximum use of the resources and services.
6. Monitors the circulation of resources and compiles monthly and annual statistical and program reports.
7. Assists in planning and conducting Inservice activities to ensure professional growth of library media personnel and other school system personnel.
8. Provides leadership and guidance in the selection, use and evaluation of new technologies to enhance instruction.
9. Selects and evaluates media resources available at the Media Center to enhance classroom instruction and assist in the professional growth of school system personnel.
10. Keeps abreast of new and emerging technologies by reading professional journals, attending meetings, workshops, conferences, etc., previewing and evaluating new products, taking course work, etc.
11. Assists in developing a public relations program to keep school personnel, parents, and the community abreast of media services special activities and program accomplishments and needs.
12. Serves as resource person on curricular committees.
13. Participates actively in professional library, media, and educational organizations.
14. Performs other duties as assigned by the Principal.
 - (a) Assumes responsibility for acting as a representative of the Sheffield City Board of Education in the solution of problems.
 - (b) Assumes responsibility to perform any work which is assigned by the superintendent of schools and/or his representative, including the immediate supervisor.
15. Assumes responsibility to perform any other tasks assigned by the principal

TERMS OF EMPLOYMENT: As assigned by the Board

SALARY: Salary in accordance with Board approved State Salary Schedule

EVALUATION: Performance of the job will be evaluated in accordance with provisions of the Board's policy on assessments and evaluations.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.