

Carroll Independent School District

Job Description

JOB TITLE:	Library Media Specialist	Pay Grade:	AP2
Supervisor:	Campus Principal	Employment Days:	197
Department:	Curriculum & Instruction	Wage/Hour Status:	Exempt

MISSION:

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

JOB SUMMARY:

This position will direct the operation of the school library/media center. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems. Serve as teacher, materials expert, and curriculum adviser to ensure that library/media center is involved in instructional programs of the school.

QUALIFICATIONS:

Education/Certification:

- Master's degree
- Valid Texas school librarian certificate or endorsement

Special Knowledge/Skills:

- Ability to instruct and manage student behavior
- Strong organizational, communication, and interpersonal skills
- Knowledge of technology used in an instructional setting

MAJOR RESPONSIBILITIES:

Instruction

- Provide group instruction and individual guidance to students and other library users to help them locate resources and use research techniques. Serve as an information resource for users of print and digital library/media center materials.
- Work with teachers to convey appropriate use of materials and help schedule materials for classroom instructional use. Encourage the appropriate use of video programing and other print and digital media for educational purposes.
- Design, develop, and present staff development for teachers on the availability and use of campus and district learning resources.
- Promote equity, access, and intellectual freedom within the physical space and beyond, including ensuring 24-hour access to the online library catalog, digital and audio books, and related resources.
- Promotes, models, and provides leadership in the selection, coordination, evaluation, and use of technology in the curriculum and instruction.
- Encourages, models, and leads the school in the innovative use of new technology by providing a multimedia collection, including access to telecommunications and offering staff development.

Library Programs

- Plan and implement an effective school library program that meets identified needs and create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
- Make recommendations for acquisitions and manage the processing, organizing, distribution, maintenance, and inventory of library/media resources.
- Assist teachers in preparation of curriculum guides, lesson plans, and bibliographies.
- Develop and maintain up-to-date resource files including instructional program schedules and other community resources.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.
- Provides and develops Internet research resources and lists of home page sites and makes them available to teachers and students.
- Publicizes services of the library media center and encourages use of its resources.
- Manages the evaluation, selection, acquisition, and processing of print and non-print curriculum-related resources and equipment.
- Provides staff development that integrates media, technology, and activities to enhance the curriculum.

Student Management

- Carry out student discipline in accordance with board policies and administrative regulations.
- Model and promote digital citizenship, safety, and adherence to copyright and fair use requirements.

Administration

- Helps maintain the school's home page site.
- Manages the instructional technology infrastructure as applicable to building needs.
- Oversees computers, software, and other technology resources of the campus.
- Provides leadership in the utilization of technology.
- Compile, budget, and provide cost estimates based on documented program needs.
- Compile, maintain, and file all reports, records, and other documents required.

Other

- Comply with federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
- Follow district safety protocols and emergency procedures.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instruction equipment

Posture: Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

Lifting: Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

Environment: Work inside; work alone; exposure to biological and chemical hazards such as mold and dust

Mental Demands: Work with frequent interruption; maintain emotional control under stress

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____ DATE: _____
(Executive Director of Human Resources)

APPROVED BY: _____ DATE: _____
(Deputy Superintendent)

Date Created: 1/2023	Date(s) Revised:
----------------------	------------------