

TITLE: LIBRARY MEDIA SPECIALIST

QUALIFICATIONS:

1. Certified by the State Department of Education in School Library Media
2. At least a Bachelor of Science degree in Education

REPORTS TO: Principal

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, responsible members of society and to provide for student and teacher utilization of library skills and services.

PERFORMANCE RESPONSIBILITIES:

1. Determines individual, class, and school needs in the areas served by the school library/media center.
2. Establishes program objectives and plans learning experiences related to the library/media center.
3. Develops and implements policies and procedures for library media management.
4. Implements activities using a variety of techniques that utilize instructional time to meet objectives.
5. Organizes media and equipment to provide accessibility for users.
6. Establishes and maintains standards of student behavior in the library/media center to achieve a functional learning atmosphere.
7. Exhibits positive human relations skills.
8. Communicates with parents/guardians, colleagues, and community groups on matters related to the successful operation of the library/media center.
9. Demonstrates proficiency in written and oral communication.
10. Maintains and submits records and reports in a timely manner.
11. Engages in personal professional growth activities and demonstrates professional ethics and leadership.

TERMS OF EMPLOYMENT: Nine-month year. Salary and work year to be established by the Board of Education.

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

Florence City Schools

Approved by Board of Education 10-8-13