

## **CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION**

**Position:** Library Media Specialist (Secondary)

**Supervisor:** Principal

**General Job Description:** Develop collections, assist teachers and students with selection of materials for informational, instructional and recreational needs, and teach all aspects of library/media-center use, including print, non-print, and technology-related materials.

### **Essential Duties and Responsibilities:**

1. Plan and implement a program of user guidance and a sequential program of library skills instruction.
2. Organize and manage the library media center in accordance with established written policies and procedures.
3. Promote effective use of the library media center and its services.
4. Follow district policies and administrative rules and regulations.
5. Project over-all concern for personal appearance as it relates to job performance.
6. Develop, implement, monitor, and revise individual school library selection policies, which reflect the district collection development policy.
7. Identify and apply criteria appropriate for evaluating resources in all formats and for all grade levels.
8. Apply appropriate collection development techniques such as needs analysis, evaluating, selecting and weeding resources.
9. Develop collections to support the personal, developmental, vocational, recreational, recreational and cultural needs of patrons to ensure unrestricted access to information and ideas.

### **Additional Duties and Responsibilities:**

1. Assist teachers and students by making print, and non-print materials available to supplement the instructional programs.
2. Apply basic principles of evaluating and selecting resources to develop and maintain collections that support and enhance the school's curriculum.
3. Maintain a comprehensive and effective system for cataloging library media materials, and instruct students, and teachers on the use of the system.
4. Participate in curriculum study and revision.
5. Administer library and activity budgets.
6. Schedule the use of the library by classes and groups.
7. Provide library service, reader guidance, and media resources which will individualize learning.
8. Arrange for inter-library loan materials of interest for teachers and students.
9. Publicize the services, resources, and new acquisitions of the library.
10. Maintain an inventory of all library media materials and equipment.
11. Operate as the circulation agent between the school and the central non-print library.
12. Arrange for the maintenance and repair of equipment.
13. Schedule the use of audio-visual equipment and materials and provide instruction in basic technology skills.
14. May supervise and/or sponsor school events and activities.
15. Understand operating procedures for multi-media equipment and current technology.
16. Serve as a learning facilitator within the school to support the development of effective strategies for teaching and learning.
17. Serve as a resource for the classroom teacher in designing, implementing, evaluating, and modifying learning activities.
18. Promote appropriate interdisciplinary learning.

19. Provide support to staff for teaching and professional growth.
20. Facilitate the use of technology tools to enhance student learning.
21. Provide instruction in basic technology skills such as internet search engine strategies and on-line database usage.
22. Other tasks deemed appropriate or necessary by the immediate supervisor(s).

**Qualifications:**

1. Bachelor's degree with an emphasis in Library Media.
2. A valid New Mexico teaching license with endorsements as needed.
3. Classroom teaching experience.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, kneeling, climbing, and moving light furniture may be required.

**Safety and Health:**

1. T.B. Test
2. Knowledge of universal hygiene precautions.

**Equipment/Material Handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. Must be able to work under stressful conditions.

**Terms of Employment:**

Salary and work year to be established by the Board.