

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: SCHOOL LIBRARY MEDIA SPECIALIST - EMS EHS

GENERAL DESCRIPTION: The School Library Media Specialist provides a school library media program that supports the school curriculum by providing resources and training in information literacy. This is accomplished through planning and preparation, maintaining an educational environment, teaching and learning, and providing professional responsibilities. This position must meet the qualifications outlined in NH Administrative Rules Ed 507.21 and implement a library media program outlined in NH Administrative Rules Ed 306.08.

QUALIFICATIONS:

1. Bachelor's degree from an accredited institution
2. Certification as a library media specialist
3. Experience and other qualifications as specified by the Superintendent

KNOWLEDGE: Requires knowledge of information resources, essential equipment, and latest technologies; national library information literacy standards; privacy rights, equity of access, intellectual freedom, copyright, and fair use laws; collection selection, acquisition, organization, evaluation, and reconsideration of library resources; curriculum standards and integration; best strategies for instruction and assessment design; educational technology tools; quality student literature including a range of genres, cultures, and themes; and student and adult learning styles.

SKILLS: Requires demonstration of strong collaborative skills; teaching and coaching skills; service-oriented skills; supervisory skills; leadership skills; problem solving skills; verbal and written communication skills; organizational skills; data analysis skills; and technology skills in the areas of library management, information resources, curriculum mapping, instructional interventions, assessment building, office software, student database systems, and office equipment operation.

ABILITIES: Requires excellent attention to detail and follow through, significant confidentiality responsibilities, resource management, and fiscal responsibilities.

CLASSIFICATION: This position is designated as a Teacher position subject to the Teachers' Collective Bargaining Agreement and School Board Policy.

REPORTS TO: EMS School Principal

SUPERVISES: Paraprofessionals, volunteers, and student aides

PERFORMANCE RESPONSIBILITIES:

PLANNING AND PREPARATION

1. Demonstrate knowledge of literature and current trends in school library media practice and information technology.
2. Demonstrate knowledge of the school's curriculum and student information needs within the curriculum to promote competency in information literacy across the curriculum.

3. Demonstrate knowledge of resources, both within and beyond the school and district, and promote relationships with external information sources such as public libraries, government agencies, and business organizations in support of learning.
4. Maintain an in-depth understanding of current library legislation to comply with privacy rights, equity of access, intellectual freedom, copyright laws and fair use guidelines.
5. Establish goals for the school library media centers appropriate to the school and the students served and to meet the school and district mission.
6. Plan and document the school library media program to integrate with the overall school program.
7. Develop a plan to evaluate the school library media program.

EDUCATIONAL ENVIRONMENT

1. Create an environment of service.
2. Create and maintain a welcoming physical environment within the high school library and middle school literacy center to support both individual and collaborative learning.
3. Promote and protect the principles of intellectual freedom and free inquiry within the schools.
4. Establish a culture for investigation and love of literature.
5. Oversee all aspects of the daily operation of the school library media centers including, but not limited to staffing, scheduling, and managing and maintaining resources.
6. Maintain and extend the library collection, equipment, and technologies to meet the diverse needs of the school, the learning needs of all learners, and library information standards.
7. Supervise students and manage student behavior per school and district standards.
8. Train, supervise, and evaluate support staff, volunteers, and student helpers.
9. Develop and implement policies and procedures that provide access and return of print and digital materials and equipment.
10. Maintain an inventory of books, computers, equipment, audiovisual materials, and computer software.
11. Maintain a school library media center webpage if applicable.

TEACHING AND LEARNING

1. Guide and encourage students to read and enjoy literature and use information technologies.
2. Model the effective and enthusiastic use of print, audiovisual, and electronic information as sources of pleasure and information.
3. Coordinate with the school administration and staff special days, events, activities, and displays to promote literacy within the schools.
4. Assist students and staff in the use of technology in the school library media centers.
5. Demonstrate flexibility and responsiveness to student and school needs.
6. Provide computer digital skills instruction to middle school students in a regular classroom setting and serve as a resource for middle and high school staff on a consulting basis.
7. Provide instructional interventions and support to middle school students during designated instructional support and advisory periods.
8. Oversee student instructional interventions provided through educational software.
9. Collaborate with teachers in the design of instructional units and lessons to promote literacy and include a wide range of library media resources and technology.

PROFESSIONAL RESPONSIBILITIES

1. Keep abreast of emerging library media technologies.
2. Participate on technology and literacy committees at school and district levels.

3. Prepare and submit reports and budgets as requested.
4. Communicate with the larger school community.
5. Attend faculty and team meetings as directed by middle/high school principal.
6. Participate in a professional learning community of data analysis, goal and plan development, and reflection.
7. Engage in professional development offered by the school and district.
8. Provide professional development opportunities to acquaint teachers with multimedia, research, and information literacy.
9. Be professional and abide by school and district rules and regulations outlined in handbooks, policies, job descriptions, professional development master plan, evaluation plan, etc.
10. Perform any additional duties as requested by the School Principal, which are consistent with the effective and orderly operation of this position and the Epping School District goals and mission.

WORKING ENVIRONMENT

1. While performing the duties of this position, the employee is frequently required to stand, walk, and sit. The employee is regularly required to see, talk, and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is regularly required to reach with hands and arms; stoop, kneel, or crouch. The employee is frequently required to supervise students requiring the employee to match walk a speed that coordinates with students and may at times require the ability to run to safeguard students. Employee must occasionally move equipment and/or supplies. The employee must occasionally lift, carry, move and/or restrain school age students. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The job is performed for the most part in a school setting with occasional outside weather conditions. The noise level is that of a typical school.
2. The employee is required to walk in order to service students throughout the middle and high schools.
3. The employee is regularly required to handle stressful situations and resolve conflicts.

TERMS OF EMPLOYMENT:

1. Work year and day subject to individual contract
2. Clear criminal record background check
3. Verification of health to perform job
4. Valid NH certification or eligibility as library media specialist
5. Valid driver's license
6. Teacher contract with salary and benefits defined by collective bargaining agreement

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.