

JOB DESCRIPTION

JOB TITLE: LIBRARY AND MEDIA SPECIALIST	REPORTS TO: ADMINISTRATIVE DIRECTOR
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Position Overview

The Library and Media Specialist oversees all aspects of Mountainville Academy's library media center program, policies and services; collaborates with teachers in implementing integrated instructional activities; serves as an information specialist to assist teachers and instruct students; and performs other related duties that may be required or directed.

Responsibilities and Duties:

- **Media Center Administration**

- Plans, implements and evaluates the media center's program, policies, and services that support the school's mission and instructional objectives.
- Requests and administers the media center budget.
- Prepares for the opening of the media center so that services are available from the first day of school until the last day of school.
- Serves on appropriate school committees.
- Recommends for selection, trains, and may supervise other media center staff.
- Assists in planning for adequate media center equipment and supplies.
- Maintains the media center so that it is attractive and efficient to use.
- Writes reports relating to the media center as necessary or required.
- Prepares requests for funds relating to the media center from federal and other resources.
- Coordinates public relations highlighting the media center program and services.
- Designs a schedule that ensures timely access to media center resources for all students and staff, as well as time for library management activities.

- **Instructional Support**

- Collaborates with teachers in implementing integrated instructional activities, applying current instructional strategies.
- Prepares bibliographies and lists of resources.
- Coordinates promotional media center activities (e.g. book fairs, library clubs, exhibits, read-ins).
- Coordinates a variety of services, including class visits, individual and small group instruction.
- Serves as information specialist to assist teachers and students in selection and use of instructional materials.
- Conducts staff orientation to the media center's services and programs.
- Provides library/technology in-services training activities for staff.
- Coordinates selection of materials for library collections and special units of study.

- **Resource Management**

- Develops, updates and publicizes the school library materials selection policy.
 - Reviews professional journals, bibliographies, selection aids, publishers' catalogs and brochures and routes these to staff as appropriate.
 - Confers with sales representatives and communicates to staff and administration as appropriate.
 - Consults with staff and students in evaluating, selecting and acquiring library resources and equipment.
 - Provides a variety of print and media/technology related resources.
 - Classifies, catalogs, and organizes the media center's materials for maximum accessibility and availability.
 - Procures and maintains an inventory of the media center's materials and equipment.
 - Maintains a system for circulating and retrieving the media center's resources.
- **Professionalism**
 - Establish rapport with parents, students, school staff, and board members
 - Create and maintain a professional relationship with colleagues, students, parents, and community
 - Convey to the community the charter's purpose and goals in special education and encourage support and understanding of the charter's purpose
 - Enrich job skills through professional development activities
 - Attend and present information, as requested, at scheduled staff and committee meetings and trainings
 - Maintain at least 98% attendance at school and staff meetings
 - **Job-Related Conditions**
 - Maintain control in stressful situations
 - Extended hours may be required
 - Lifting up to 50 pounds may be required

Qualifications:

- Valid Utah educator's license with library/media endorsement or approved equivalent