



BETHANY PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

Effective Date: July 1, 2016

Position Title: Library Media Specialist

Reports To: Principal

Position Summary

The Library Media Specialist is responsible for ensuring students and staff are effective and ethical users of ideas and information. Empowering students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. Instill a love of learning in all students and ensure equitable access to information. Collaborate with teachers and specialists to design and implement lessons, units of instruction, assess student learning and instructional effectiveness. Provide leadership and expertise necessary to ensure the school library program is aligned with the mission, goals and objectives of the District and is an integral component of the learning and instructional program.

Duties and Responsibilities

Duties of this position include, but are not limited to:

- Creates and implements a vision for the Learning Commons and Maker Space.
- Creates an environment in the Learning Commons and Maker Space that is conducive to active and participatory learning, resource-based instructional practices, in collaboration with teaching staff.
- Plans and delivers high quality lessons for PK-6 aligned to the CCCS, ISTE, and AASL Standards, through direct instruction and collaboration.
- Works as part of a team to integrate library/media resources with grade level curriculum content.
- Collaborates with the teachers and students to design and implement Maker Space lessons.
- Participates in the curriculum development process to ensure that the curricula includes the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners.
- Collaborates with teachers and students to design engaging inquiry learning experiences and assessments that incorporate multiple literacies and foster critical thinking.
- Collaborates with teachers in planning assignments likely to lead to extended use of Learning Commons, media center resources, and Maker Space.
- Meets the diverse and developmental learning needs of elementary school learners.
- Manages day to day media center activity including new book processing, book repair, weeding, shelving books, and reorganizing shelves.
- Evaluates, selects, and orders new library materials, including audio-visual materials, digital text, hardware and software.
- Assists teachers in the selection of books and other instructional materials.
- Maintains a comprehensive and efficient system for cataloging all library materials and instructs teachers and students in the use of the system.

- Maintains the Destiny Library System.
- Trains and oversees Learning Commons Aide and volunteers.
- Oversees Maker Space as an extension of the Learning Commons.
- Collaborates with the Director of Curriculum and Learning in planning professional development opportunities for teachers and staff.
- Coordinates student reading programs such as, Read across America, Summer and Winter Reading Challenges.
- Provide Tier 1 technology support to faculty, staff and students.
- Collaborates with BOWA media departments.
- Partners with the community library on projects and initiatives.
- Supports readers' online access, subscriptions, iTunes, and passwords.
- Shares with the learning community up-to-date District policies concerning such issues as, material selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use.
- Remains current in professional practices and developments, information technologies, and educational research applicable to school library programs.
- Develops and maintains a collection of resources appropriate to the curriculum, the learners and the teaching styles and instructional strategies used within the school community.
- Prepares, justifies, and administers the school library and Maker Space program budget to support specific program goals.
- Comply with the Connecticut Code of Professional Responsibility for Teachers.
- Nothing in this job description restricts the Superintendent's right to assign or reassign duties and responsibilities to this position at any time.

Qualifications

- Valid Connecticut State Department of Education Certification in Elementary Education, required and/or School Library/Library Media Specialist (062), preferred.
- Experience with developmentally appropriate, inquiry based teaching and learning.
- Strong oral and written communication skills.
- Ability to work effectively with others.
- Ability to supervise Learning Commons Aide and volunteers
- Demonstrated skills with instructional technology.
- Experience with current research models.
- Demonstrated experience in meeting the needs of all learners.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

- Sedentary to medium strength needed to exert force up to 30 lbs.
- Frequent walking, standing, moving, bending, kneeling, reaching, stooping and crouching.
- Occasional climbing, crawling and working in tight areas.
- Mobility to work in typical school setting.
- Stamina to remain seated and maintain concentration in person and over the telephone.
- Vision including frequent near acuity, occasional far acuity, and able to read printed materials, VDT screens and other monitoring devices.
- Requires the individual to meet multiple demands from several people and to effectively and appropriately interact with the public, students and staff.

Terms of Employment

In accordance with the professional agreement between the Bethany Board of Education and the Bethany Education Association.

Evaluation

Evaluated by designated administrator according to the district's evaluation procedures.