

CAMPBELL COUNTY SCHOOLS

Effective: May 2009

TITLE:	District Library Media Specialist – Elementary, Secondary
QUALIFICATIONS:	1. Holds a valid Kentucky librarian's certificate. 2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
REPORTS TO:	Assistant Superintendent
SUPERVISES:	Library Media Center Paraeducator
JOB GOAL:	To administer distinguished Library Media Programs in order to support student learning and teachers' instruction with enriched library environments to create a foundation for lifelong learning by developing information literacy skills and to serve as the catalyst in generating the spirit of inquiry within the learning community through modeling, collaboration, and coordination.

PERFORMANCE RESPONSIBILITIES IN COLLABORATION WITH BUILDING-LEVEL LIBRARY & MEDIA CENTER PARAEDUCATORS

Oversees the Library Media Program:

- Develops a Library Media Program mission and goals approved by the SBDM and faculty.
- Acquires cutting-edge technology and other appropriate resources to support curriculum.
- Promotes programs, services and materials.
- Implements policies for the efficient administration of the Library Media Program.
- Oversees the budget.
- Collaborates with staff and administration to deliver the curriculum.
- Maintains professional knowledge by reading journals, attending state and national conferences, and collaborating with peers.
- Establishes goals for professional growth and implements them.
- Evaluates the Library Media Program through regular surveys for the purpose of enhancing services.
- Submits all reports accurately and promptly at the school, district and state levels.
- Develops the collection according to guidelines of the LMC's collection development policy, the school curriculum and in collaboration with content

specialists.

Helping Teachers Teach:

- Collaborate with staff in planning and implementation of instruction based on curriculum maps and units of study.
- Coordinate video taping, audiovisual equipment and materials holdings.
- Coordinate Internet web quests, KYVL, KVHS (see Glossary) access.
- Facilitate interlibrary loan.
- Participate in planning for on-going media center programs for students, teachers, and the community-at-large.
- Provide instructional resources in a variety of formats that are appropriate to deliver curriculum.
- Conduct staff development connected to goals for students' performance and/or professional growth for staff.
- Be a technology resource.

Helping Students Learn:

- Provide up-to-date collections and accessible materials, technology, equipment, schedule, and staff.
- Provide support for a diverse student body based on learning styles and multiple intelligences.
- Support direct instruction in information literacy using an organized process-based strategy for research.
- Participate in planning media center programs based-based on curricular needs as outlined in Comprehensive School Improvement Plan and other school planning documents, school demographics, and benchmarks for media center instruction (Beyond Proficiency Tool).

TERMS OF EMPLOYMENT: Work schedule to be established. (See Board approved schedule of extra days.) Salary as established by the Board of Education. (See Board approved salary scale.)

