
LIBRARY MEDIA SPECIALIST

Title: Library Media Specialist

Qualifications:

- Masters degree in Library Science
- Valid certification as required by the State of Maine
- Knowledge of relevant technology required for educators.
- Ability to communicate effectively with students, parents, and other staff.

Reports to: School Principal

Job Goal

To assume the responsibility as a leader, planner and manager, the Library Media Specialist provides leadership in the planning, management and evaluation of the school library program.

Performance Responsibilities

- Direct, organizes and supervises the personnel and services essential to a unified library media program centered on student's needs and instructional goals of the school.
- Initiates and maintains contact with principal, teachers, and students to evaluate library media programs, facilities, materials, equipment and personnel
- Develops and maintains a long-range plan for library media services and integrates the activities designed in the plan in to the total school curriculum
- Prepares an annual budget for the Library Media Center
- Establishes and maintains an environment in the Library Media Center in which studnets and staff can work at productive levels
- Communicates the philosophy and goals of the school library media program to students, teachers, administration and community
- Translates curriculum needs into the library media program goals and objectives
- Works with administration and other appropriate personnel to develop long range goals and objectives for the school or district
- provide a variety of learning materials and resources for use in educational activities
- identify and select different instructional resources and methods to meet students' varying needs
- instruct and monitor students in the use of learning materials and equipment
- use relevant technology to support instruction
- maintain discipline in accordance with the rules and disciplinary systems of the school
- apply appropriate disciplinary measures where necessary
- participate in department and school meetings
- keep up to date with developments in subject area, methods and make relevant changes to instructional plans and activities
- Other duties as assigned
- Participation in professional activities that enhance teaching and learning

Key Competencies


Self-motivation
high energy level
verbal and written communication skills
attention to detail
high work standards
problem solving

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 **Key Competencies (cont.)**

Decision-making
organizing and planning
learning orientation
critical thinking
stress tolerance
flexibility
adaptability
Initiative

Evaluation: Building Principal/Assistant Principal annually



To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.