

# Nantucket Public Schools

## Job Description

**TITLE:** Library Media Specialist

**REPORTS TO:** Principal

**TERMS OF EMPLOYMENT:** Follows Nantucket Teacher's Association Collective Bargaining Agreement dates and stipulations under School Contract Year

**JOB SUMMARY:** The Library Media specialist provides each student with an enriched media environment containing a wide variety and range of materials that will invite intellectual probing and growth, and aid to all students in acquiring the skills needed to take full advantage of the media center.

**QUALIFICATIONS:**

1. Masters Degree in library/information science.
2. Outstanding ability to work with other people.
3. Excellent oral and written communication skills.
4. Valid Massachusetts teacher certification covering educational media specialist.
5. Operational knowledge of computer hardware and software relating to library services.
6. Such alternatives to the above qualifications as the school committee may find appropriate and acceptable.

**DUTIES AND RESPONSIBILITIES:**

1. Develops and implements policies and procedures to acquire, process, organize, maintain and continually assess collections of information resources, essential equipment, and latest technologies.
2. Evaluates, selects, and requisitions various educational media; solicits teacher recommendations.
3. Supervises conduct of students using media center facilities.
4. Assists teachers in the utilization of books and other educational media.
5. Informs teachers and other staff members concerning newly acquired materials for the media center.
6. Maintains a catalog of school owned and centrally owned educational media and instructs teachers and students on the use of the catalog.
7. Oversees the process of acquiring, maintaining, inventorying, replacing and distributing to staff hardware such as televisions, DVD players, LCD projectors, laptops and other media instructional use.
8. Supervises receipt, distribution, and retrieval of educational media on temporary loan to school.
9. Works with teachers in planning those assignments likely to lead to extended use of the media center provisions of special collections.
10. Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planning assignments.
11. Presents and discusses materials with a class studying a particular topic if invited by the teacher.
12. Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.

13. Arranges frequently changing book related displays and other media exhibits likely to interest the media center's patrons.
14. Prepared and administers the budget. He/She shall authorize orders and payments and maintain records of expenditures.
15. Attends staff meetings and contributes to school committee and work groups.
16. Assists in the development and implementation of the school's comprehensive plan.
17. Supervises media aids in the performance of their duties.
18. Performs related work as required.

(NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.)

**ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the School Committee's policy on assessment of certified personnel.