



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title	Library Media Specialist
Reports To	Principal/Assistant Principal/Director
Level/Grade	K through 12
Type of position:	<input type="checkbox"/> 12 Month <input checked="" type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

The school library media specialist works with both students and teachers to facilitate access to information in a wide variety of formats; instruct students and teachers how to acquire, evaluate and use information and the technology needed in this process; and introduces children and young adults to literature and other resources to broaden their horizons. As a collaborator, change agent, and leader, the school library media specialist develops, promotes and implements a program that will help prepare students to be effective users of ideas and information, a lifelong skill. (American Association of School Librarians)

Qualifications

- Rhode Island Department of Education Teaching Certification
- Highly Qualified

Essential Duties and Responsibilities (*other duties may be assigned*)

- Implements the Information Literacy curriculum, Highly Capable Program (elementary and middle levels) and adheres to the policies and related directives of the Chariho Regional School District. Seeks opportunities for the integration of the Information Literacy curriculum with the curriculum of other disciplines.
- Promotes the attainment of the District's mission, vision, and strategic plan.
- Displays strong and deep knowledge of the philosophical foundations and content of the Information Literacy curriculum.
- Applies current research-based best instructional practices and strategies to deliver the curriculum.
- Assists students in monitoring their own progress and development.
- Demonstrates effective use of current and emerging technologies and other resources to locate, evaluate, organize and communicate information.
- Includes in all facets of the program the legal and ethical use of information and technology.
- Selects and recommends diverse materials in formats and at levels that facilitate the reading process; encourages students to read widely and extensively.
- Promotes effective research methods, including acceptable and standardized citation methods.
- Maintains a digital and traditional fiction, non-fiction, and resource collection to support the school's curriculum and meet the needs of a diverse student population.
- Manages human, financial, and physical resources of the library media program.
- Uses data to assess library media program.
- Participates on school improvement and curriculum teams, and other similar activities.
- Consults and collaborates regularly, respectfully and truthfully with colleagues, in service to students, with the goal of effectively integrating literature and other media into the curriculum and promoting effective research methods. Assesses these activities.
- Consults and collaborates regularly, respectfully, and truthfully with students and parents; communicates immediately with both when there are concerns.
- Encourages use of instructional technology to engage students and to improve learning, providing 24/7 access to digital information resources for the entire learning community.
- Creates and maintains in the school library a teaching and learning environment that is inviting, safe, flexible, equitable, accessible, and dynamic.
- Provides guidance in software and hardware evaluation.
- Integrates technology to more effectively deliver the curriculum.

- Communicates high and clear expectations.
- Assists students in monitoring their own progress and development; helps students to plan for their own health care.
- Contributes to collaborative planning activities.
- Consults and collaborates regularly, respectfully, and truthfully with colleagues, in service to students.
- Consults and collaborates regularly, respectfully, and truthfully with students and parents; communicates immediately with both when there are concerns.
- Takes responsibility for personal professional growth.
- Participates in school events and in school and/or department improvement efforts.
- Supervises and assists with the evaluation of others, including but not limited to volunteers and teacher assistants, etc., as appropriate.
- Performs administrative duties, including but not limited to budgeting, ordering of supplies, etc., as appropriate.
- Other duties as assigned by supervisor.

Supervises

Students, Teacher Assistants, and Volunteers

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instruction, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Bachelors' Degree

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Created 7/24/2014

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.