

Library/Media Specialist

Department: Elementary and High School

Job Status: Full Time

Grade/Level: Certified K-12

Work Schedule: 190-day contract

POSITION SUMMARY

Prepare, organize, and provide library and multimedia services to students and faculty in elementary and high schools. The Library Media Specialist will split time 50/50 between the elementary and high school campuses.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statements

- Plan and teach classes on topics such as information literacy, research, library instruction, and technology use
- Assist students or faculty members in locating information through print or electronic media
- Search standard reference materials, including online sources and the Internet, to answer reference questions
- Confer with colleagues, faculty, community members, and organizations to conduct informational programs, make collection decisions, and determine library services to offer
- Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use
- Evaluate materials to determine outdated or unused items to be discarded
- Engage in professional development activities, such as taking continuing education classes and attending or participating in conferences, workshops, professional meetings, and associations
- Compile lists of books, periodicals, articles, and audiovisual materials on particular subjects
- Code, classify, and catalog books, publications, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems
- Design information storage and retrieval systems, and develop procedures for collecting, organizing, interpreting, and classifying information
- Keep up to date records of circulation and materials, maintain inventory, and correct cataloging errors
- Attend staff meetings and serve on committees, as required
- Sponsor extracurricular activities such as clubs, student organizations, and academic contests where applicable
- Compile lists of overdue materials, and notify borrowers that their materials are overdue
- Assemble and arrange display materials
- Perform public relations work for the library, such as giving televised book reviews and community talks
- Provide input into the architectural planning of library facilities

- Complete minor repairs and cleaning of library resources, equipment, and facilities, such as dusting and fixing printer paper jams
- Perform duty assignments as directed by building administrators
- Demonstrate knowledge of literature and current trends in library/media practice and information technology
- Demonstrate knowledge of the school's program and student information needs within that program
- Establish goals for the library/media program appropriate to the setting and the students served
- Demonstrate knowledge of resources, both within and beyond the school and district, and access to such resources as interlibrary loan
- Plan the library/media program integrated with the overall school program
- Develop a plan to evaluate the library/media program
- Create an environment of respect and rapport
- Establish a culture for investigation and love of literature
- Establish and maintain library procedures
- Manage student behavior
- Maintain and extend the library collection in accordance with the school's needs and within budget limitations
- Collaborate with teachers in the design of instructional units and lessons
- Engage students in enjoying literature and learning information skills
- Assist students and teachers in the use of technology in the library/media center
- Demonstrate flexibility and responsiveness
- Reflect on practice and participate in professional development to enhance professional learning
- Prepare and submit reports and budgets
- Communicate with the larger community
- Participate in a professional community
- Show professionalism with all staff
- Conduct and oversee fundraising activities consistent with district policies and procedures
- Report to the proper authorities any cases of suspected child endangerment, neglect, or abuse
- Report suspected bullying to building principal or designee as required by Arkansas law and district policies
- Adhere to all policies of the District
- Perform other duties as directed by the Building Administrator

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions

- Accuracy - Ability to perform work accurately and thoroughly
- Adaptability - Ability to adapt to change in the workplace
- Communication, Oral - Ability to communicate effectively with others using the spoken word
- Communication, Written - Ability to communicate in writing clearly and concisely
- Conflict Resolution - Ability to deal with others in an antagonistic situation
- Creative - Ability to think in such a way as to produce a new concept or idea
- Decision Making - Ability to make critical decisions while following district procedures
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type
- Empathetic - Ability to appreciate and be sensitive to the feelings of others
- Enthusiastic - Ability to bring energy to the performance of a task
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards
- Friendly - Ability to exhibit a cheerful demeanor toward others
- Goal Oriented - Ability to focus on a goal and obtain a predetermined result
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal
- Interpersonal - Ability to get along well with a variety of personalities and individuals
- Judgment - The ability to formulate a sound decision using the available information
- Loyal - The trait of feeling a sense of duty to the employer
- Organized - Possessing the trait of being organized or following a systematic method of performing a task
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous
- Presentation Skills - Ability to effectively present information publicly
- Regular attendance - Exhibiting regular attendance in order to perform duties in a satisfactory manner
- Reliability - The trait of being dependable and trustworthy
- Responsible - Ability to be held accountable or answerable for one's conduct
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative
- Tactful - Ability to show consideration for and maintain good relations with others
- Team Builder - Ability to convince a group of people to work toward a goal
- Working Under Pressure - Ability to complete assigned tasks under stressful situations

SKILLS & ABILITIES

Education: Bachelor's Degree (four year college or technical school): Required

Master's Degree Required, Field of Study: Library/Media

Experience: Previous experience as a library/media specialist preferred

Computer Skills: Shall be able to demonstrate an acceptable level of proficiency with computers and programs associated with the position

Certifications & Licenses: Must have current Arkansas teaching license that is appropriate for the position

Other Requirements: 1. Successful completion of pre-employment background checks

2. Appropriate personal and professional conduct at all times around students and other staff members

WORK ENVIRONMENT

Most job responsibilities for this position are performed in an indoor school environment that is temperature controlled (heated and cooled) according to the season. Noise levels are mostly low to moderate.

The Human Resources Department has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Earle School District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.

It is the policy of the Earle School District not to discriminate on the basis of age, sex, race, color, religion, national origin, or disability in its educational programs, activities, or employment practices.

Position Type: Full-time

Equal Opportunity Employer

Earle School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.