

TITLE: Media Specialist/Librarian

3.15

QUALIFICATIONS: 1. Valid Oregon Teaching and Media Specialist certificates.  
2. Three years of successful classroom experience.  
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To provide each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing and growth; to aid all students in acquiring the skills needed to take full advantage of library resources.

PERFORMANCE RESPONSIBILITIES:

1. Evaluates, selects, and requisitions new media (books and audio-visual materials) and equipment.
2. Participates in the development of procedures and recommendations of program policies in accordance with district goals.
3. Participate in the development and implementation of policies and procedures for organization of the physical facilities.
4. Organizes the handling of audio-visual materials for convenience, availability and effective use.
5. Assists teachers in the selection of books and other instructional materials; informs teachers and other staff members concerning new materials.
6. Maintains a comprehensive and efficient system for cataloging all media and instructs teachers and students on the use of the system.
7. Arranges for interlibrary loan of materials of interest or use to teachers and students.
8. Works with teachers in planning those assignments likely to lead to extended use of media center resources.
9. Promotes appropriate conduct of students using media center facilities.
10. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.

Media Specialist / Librarian  
Page Two

11. Presents and discusses materials with a class studying a particular topic, upon mutual agreement with the teacher.
12. Participates at curriculum meetings.
13. Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.
14. Arranges frequently-changing book-related displays and exhibits likely to interest the media center patrons.
15. Prepares and administers the media center budget.
16. Supervises media center staff in the performance of duties.
17. Performs such other related tasks and assumes such other related responsibilities as may be required from time to time.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.