

Lakeview School District School Librarian Job Description

SUMMARY

The mission of the school library information program is “to ensure that students and staff are effective users of ideas and information.” It is the job of the library media specialist to accomplish this mission as outlined in *Information Power, Building Partnerships for Learning* (American Association of School Librarians and Association of Educational Communications and Technology, Chicago: 1998).

The library media specialist serves the learning community by presenting a clear and creative vision for the school library program. This person supports the educational philosophy and objectives of the Lakeview School District by engaging in three key roles to facilitate effective delivery of the curriculum: program administration; teaching and learning; and information access and delivery. Additionally, the library media specialist meets established educational requirements and maintains an active professional role.

EDUCATIONAL REQUIREMENTS

The American Association of School Librarians’ position statement on preparation of school library media specialists recommends:

School library media specialists have a broad undergraduate education with a liberal arts background and hold a master’s degree or equivalent from a program that combines academic and professional preparation in library and information science, education, management, media, communications theory, and technology. The academic program of study includes some directed field experience in a library media program, coordinated by a faculty member in cooperation with an experienced library media specialist. Library media specialists meet state certification requirements for both the library media specialist and professional educator classifications. A master’s degree is considered the entry-level degree for the profession. This graduate degree is earned at colleges and universities whose programs are accredited by appropriate bodies such as the American Library Association (ALA), the National Council for the Accreditation of Teacher Education (NCATE), or state education agencies.

<http://www.ala.org/ala/mgrps/divs/aasl/aaslissues/positionstatements/slpreparation.cfm>

DUTIES AND RESPONSIBILITIES

1. Program Administration

- Establishes annual and long-range goals for the library media center.
- Plans, administers, operates, supervises, and evaluates the media center, developing policies to ensure efficient operation and optimal service.
- Prepares and administers the library budget, keeping records of all expenditures.

- Maintains an efficient system of classifying, cataloging, and circulating all library materials; instructs teachers and students in the use of the library system.
- Develops policies and coordinates procedures for challenged materials.
- Maintains a schedule that is flexible and accessible to students and faculty.
- Establishes an environment that encourages learning and fosters use, encouraging appropriate conduct of students using the facility.
- Supervises and trains paraprofessional, clerical, adult and student volunteers.
- Participates in curriculum development and implementation by means of service on building and district committees.
- Develops cooperative relationships with local public and academic libraries and other community organizations.
- Prepares schedules, with input from teachers and building administrators, for integrated information skills instruction.
- Keeps records of student use, circulation, purchases, and losses; provides regular reports on the library as required by the administration and as needed for planning purposes.
- Supervises the regular inventory of library materials, evaluates the collection, weeds obsolete and worn materials, and updates inventory records and the catalog.
- Promotes use of library media center materials through displays and published communications.
- Works collaboratively with many groups within the school culture: parents, teachers, students, administrators, and community members.

2. Instruction (Teaching and Learning)

- Assists teachers in identifying and accessing materials to support content-area instruction as well as professional growth.
- Consults with teachers about students' instructional needs and learning differences.
- Develops a broad view of the entire school curriculum.
- Collaborates with classroom teachers to design, implement, and evaluate instruction that ensures integration of literature and information literacy skills into student learning.
- Helps students develop attitudes and skills leading to lifelong learning and library use.
- Provides group and individual instruction in information skills, research strategies, and use of resources and equipment.
- Promotes literacy, reading, and library use through such activities as book talks, displays, publications, and special events.
- Provides reference and readers' advisory services to the general student population, including students who have special learning needs or specialized intellectual interests.
- Provides professional development for the faculty in such areas as new information technologies and information literacy.
- Supports the continuing educational research of faculty and administrators.

3. Information Access and Delivery

- Functions as the informational technology leader within the school.
- Develops policies, procedures, and criteria for selecting a balanced collection to support the curriculum, representative of diverse points of view of a pluralistic society.
- Encourages faculty and student input concerning recommendations for purchase.
- Develops and maintains information networks and services; organizes, retrieves, and disseminates resources to support learners' needs.
- Provides training to students and faculty in effective use of information systems.
- Interprets and applies information technologies in curricular context.
- Assumes a leadership role in fostering the principles of intellectual freedom; creates an environment to promote free inquiry and to exposes students to a broad range of ideas.
- Ensures intellectual and physical access to materials in all formats for all learners.
- Promotes awareness of information resources beyond the school facility.
- Serves as a district/school resource for issues regarding ethical use of information including issues of copyright and intellectual freedom.
- Prepares lists of topical and new materials to support class assignments and to promote interest in reading.
- Provides orientation for new students and faculty.

4. Professional

- Presents and attends workshops, in-service activities, and conferences, and takes courses to update professional skills.
- Reads field-related professional literature and scans materials in content-area journals for items of interest to the professional growth of colleagues.
- Plans for professional development relating to information technology and pedagogical methods for other staff members.
- Keeps abreast of online resources (mailing lists, databases, Websites) that foster professional growth.
- Maintains professional contacts with faculty, administrative staff, and library colleagues.
- Assumes a leadership role and participates actively in professional associations at the local, state, and national level.

The library media specialist performs other duties as may be required by the Lakeview High School Principal or Lakeview School District Administration.