



David Douglas School District #40
Licensed - Job Description

JOB TITLE: District/Elementary Library-Media Specialist (Certified)

Job Purpose Statement/s: The position of the Elementary Library Media Specialist is for the purpose/s of providing and maintaining media services which effectively augment the instructional program and to provide instruction to students on the use of media centers, including research skills at appropriate grade levels. The Media Specialist interprets the school media program to students, teachers, administrators, and the community.

Essential Job Functions:

- **Support** and mentor elementary Library Media Assistants (LMA) in the execution of duties as outlined in the LMA job description.
- **Develop** and facilitate trainings/meetings with K-5 LMAs.
- **Approve** purchases and donation of books to ensure books meet board approved selection policy.
- **Assist** LMAs with library circulation and cataloging system.
- **Assist** building administrators with hiring of library personnel.
- **Maintain, update, and communicate** procedures in district Library Procedure Manual
- **Organize and coordinate** district and community resources for elementary school libraries to support the core curriculum.
- **Mentor** new LMAs on policy, procedure, and problem solving.
- **Participate** in district level book challenges.
- **Support** instruction of students in the necessary media skills and the effective use of the Media Center, its materials and related equipment as identified in the district media outcomes.
- **Provide** assistance to LMA in the selection and use of instruction materials and equipment.
- **Assist** elementary principals in the evaluation of media programs as requested.
- **Maintain** proper accounting and record keeping systems for library materials and equipment including circulation, distribution, retrieval, collection evaluation and inventory.
- **Preview, select, order and process**, (help with cataloging as needed) according to district media policy, new acquisitions to the media collection.
- **Help** create welcoming, safe and organized library spaces throughout the district, which includes displays that reflect attention to units of study and are culturally responsive.
- **Plan** and support implementation of purposeful assignments for LMAs.
- **Support** LMAs with strategies for student behavior management.
- **Become** familiar with and uphold the enforcement of school rules, district media procedures, Administrative Regulations and Board Policies.
- **Keep** stakeholders apprised of library events and operation of each elementary school library.
- **Collaborate** with school personnel, parents and various community agencies for the purpose of improving the quality of the media center.
- **Demonstrate** a professional and positive attitude when carrying out responsibilities and problem solving.
- **Attend** meetings and serve on committees as requested.
- **Meet** the state standards for competent and ethical performance.

Job Requirements – Qualifications:

♦ **Experience Preferred:**

- Five years experience running a school library

♦ **Skills, Knowledge and/or Abilities Required:**

Skills in planning, developing, and implementing appropriate materials for the media center that support and complement district curriculum and assisting students in realizing success. Effective communication skills with students, parents and other school personnel.

Knowledge of instructional theory, best practices, curriculum, state education code and district policies.

Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.

Education Required: Bachelor's Degree, **Library Media Endorsement Required**

Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices Commission license, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Other: First aid card and cardiopulmonary resuscitation certificate.

Multi-Cultural preferred.

Bi-Lingual candidate preferred.

ESOL and/or Reading endorsement preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.