

**JOB DESCRIPTION**  
**LIBRARY MEDIA SPECIALIST**  
**SCHOOL DISTRICT OF PITTSVILLE**

**REPORTS TO:** Building Principal

**QUALIFICATIONS:** Maintains proper School Librarian/Media Specialist certification as required by the Department of Public Instruction.

**ADMINISTRATIVE RESPONSIBILITIES**

- A. Planning the school library media program:
  - 1. Planning hours of operation.
  - 2. Establishing circulation procedures.
  - 3. Scheduling classes.
  - 4. Establishing rules, disciplinary policies, and attendance procedures.
  - 5. Planning use of resources by students and teachers.
  - 6. Planning a program for teaching library media skills.
  - 7. Preparing for integration with total educational program.
- B. Preparing and administering the budget:
  - 1. Authorizing orders and payments.
  - 2. Maintaining records of expenditures.
- C. Supervising public relations activities:
  - 1. Developing bulletin boards and displays.
  - 2. Announcements, brochures, and newspaper publicity.
  - 3. Special activities.
- D. Planning, designing, and arranging school library media centers.
- E. Cooperating with school and local libraries and library systems.
- F. Participating in recruiting, hiring, training, and supervising clerical help, student assistants, and volunteers.

**EDUCATIONAL RESPONSIBILITIES**

- A. Providing services, resources, and guidance to students and teachers:
  - 1. Developing programs to motivate reading, listening, viewing, and communications skills.
  - 2. Providing individual or group instruction in library and /or reference skills and media production.
  - 3. Developing literature appreciation programs.
  - 4. Evaluating and selecting new materials.
  - 5. Evaluating the collection for obsolete materials.
  - 6. Answering reference questions.
  - 7. Supplying students and teachers with needed materials and equipment.
  - 8. Supervising students.
  - 9. Preparing bibliographies.
  - 10. Providing guidance in the use of materials and special equipment such as microcomputers.
  - 11. Working with individual teachers in planning learning activities.
- B. Creating an atmosphere conducive to learning:
  - 1. Teaching effective use of library resources.
  - 2. Teaching students responsibility in the care of materials, equipment, and environment.
  - 3. Arranging the library media center to support a variety of learning activities.
- C. Promoting professional reading for staff:

1. Reading and scanning professional journals.
  2. Routing materials of interest to staff members.
  3. Selecting and organizing materials for the professional collection.
  4. Keeping current with educational trends.
  5. Circulating materials for professional growth of teachers.
- D. Acquiring knowledge of the educational program:
1. Becoming familiar with courses of study.
  2. Conversing with students to determine interests.
  3. Surveying faculty and students to determine needed resources.
  4. Collaborating with teachers in special projects.
- E. Participating in departmental, faculty, curriculum, and special meetings:
1. Attending faculty and department meetings.
  2. Serving on committees whose activities directly affect the instructional media program.

### **TECHNICAL RESPONSIBILITIES**

- A. Acquiring and organizing materials:
1. Ordering, cataloging, and classifying media.
  2. Supervising, physical preparation of materials.
  3. Supervising check-in, stamping, labeling, filing, etc.
- B. Supervising withdrawal of obsolete and damaged items:
1. Removing catalog cards.
  2. Adjusting inventory records.
  3. Preparing materials for discard.
  4. Reclassifying to other areas of the library.
- C. Planning circulation policies and procedures:
1. Directing assistants in charging and discharging materials, writing notices, counting, filing, and keeping circulation records.
- D. Inventory materials and audio-visual equipment regularly.

### **PROFESSIONAL RESPONSIBILITIES**

- A. Participating in professional organizations and activities relating to both education and librarianship.
- B. Continuing to acquire knowledge through in-service education and academic courses.

**EVALUATION:** The administration shall complete an evaluation in accordance with Board policy.

*Approved by the Board of Education May 8, 2023.*