



Park Hill School District

Position Description

POSITION TITLE: Library Media Specialist

F.L.S.A. Exempt

QUALIFICATIONS:

- Master's Degree
- Valid Missouri Teaching Certificate
- Positive interpersonal relationship skills
- Excellent written and verbal communication skills
- Strong instructional background
- Proven knowledge of digital resources, tools, and instructional applications
- Teamwork skill

ADDITIONAL CONSIDERATIONS:

- Certification for School Library Media Specialist K-12 or related

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT:

Elementary:	188 days with 3 days extended contract
Middle School:	188 days with 4 days extended contract
High School:	188 days with 4 days extended contract

ESSENTIAL JOB FUNCTIONS

1. Establishes a plan to create and grow an avid reading culture, for both learning and enjoyment, through resources and activities that spark student interest.
2. Provides flexible library spaces that promote reading, inquiry, creativity, collaboration and a sense of community for students and teachers.
3. Manages an annual budget for the library media center, strategically invests in resources in varying formats, and maintains accurate records of all requisitions, purchase orders, and expenditures.

4. Maintains accurate records of library media center reports such as: circulation reports, resource usage reports, weeding and inventory reports, technical work orders, etc.
5. Formulates short and long range goals related to programming and collection maintenance, including proposed implementation and evaluation.
6. Evaluates, curates, organizes and distributes print and digital content that best supports teaching and learning.
7. Collaborates with teachers to design and implement lessons involving a variety of literacies (information, media, digital, etc.) that integrate elements of deeper learning, critical thinking, creativity, innovation and the active use of technology.
8. Encourages and facilitates students and teachers in the creation of materials that reflect the implementation of critical thinking, collaboration and authentic, real-world problem solving.
9. Leads professional learning to cultivate broader understanding of the skills that comprise success in a digital age (e.g., critical thinking, information literacy, digital citizenship, technology competencies, etc.).

OTHER JOB FUNCTIONS

1. Promotes the District adopted policies and regulations dealing with access, confidentiality, copyright and selection.
2. Adheres to the District department guidelines and procedures.
3. Keeps current with emerging instructional technology trends, and explores digital tools and resources to enhance student engagement and learning.
4. Coordinates resources and activities with networks and area libraries.
5. Assists in the selection, training, scheduling, supervising, and evaluating of building library media support personnel as well as student assistants and volunteers.
6. Assists with the distribution and collection of textbooks and other curriculum materials.

7. Serves on building and district-wide curriculum and technology committees.
8. Participates in faculty, cadre, and department meetings as appropriate.