

## SCHOOL DISTRICT OF IOLA-SCANDINAVIA

531.3

### DISTRICT LIBRARY MEDIA DIRECTOR (Job Description)

Qualifications: (1) Must have earned a bachelor of science degree with majors in library science and instructional media; (2) Must maintain certification as required by state law; (3) Must meet any additional qualifications set by the district; and (4) Additional training beyond a bachelor's degree and actual experience is very desirable.

Chain of Supervision: Reports directly to the Middle/High School Principal.

Duties and Responsibilities: The District Library Media Director shall serve as head of the district library media programs. He/she shall coordinate the 4K through twelve program. His/her major library media duties shall center from the high school library media center. Where appropriate, he/she shall delegate certain responsibilities to a library aide, if available.

- A. Administrative Responsibilities – Within bounds of the time available for this position, the District Library Media Director shall:
1. Coordinate district-wide library media items with the District Administrator.
  2. Coordinate 4K through twelve library media program.
  3. Plan the school library media program. He/she shall:
    - a. Plan hours of operation.
    - b. Establish circulation procedures.
    - c. Schedule classes as needed and class visits as requested by staff.
    - d. Establish library media center rules, disciplinary policies and attendance procedures.
    - e. Plan use of resources by students and teachers.
    - f. Plan a program for teaching library media skills as needed.
    - g. Prepare orientation and inservice activities.
    - h. Plan for integration with the total educational program.
    - i. Evaluate the program with representatives of the faculty and student body.
    - j. Develop a long-range plan of services.
  4. Prepare and administer the budget. He/she shall authorize orders and payments for the Administration Office and maintain records of expenditures.
  5. Supervise public relations activities. He/she shall prepare bulletin boards and displays, announcements, brochures, newspaper publicity and special activities.
  6. Plan, design and arrange school library media centers as needed.
  7. Cooperate with local libraries and other library systems.
  8. Participate in training and supervising clerical help, student assistants and volunteers. Where appropriate, he/she shall assist in recruiting and making hiring recommendations.

B. Educational Responsibilities – Within bounds of the time available for this position, the District Library Media Director shall:

1. Provide services, resources and guidance to students and teachers. He/she shall:
  - a. Evaluate and select new materials.
  - b. Update the collection through the withdrawal of obsolete materials.
  - c. Answer reference questions.
  - d. Supply students and teachers with needed materials and equipment.
  - e. Recommend a written library media materials selection policy for Board approval and implement the adopted policy.
  - f. Supervise students.
  - g. Prepare bibliographies.
  - h. Prepare individual or group instruction in library skills and media production.
  - i. Provide guidance in the use of materials and special equipment, such as computers.
  - j. Work with individual teachers in planning learning activities.
  - k. Develop programs to motivate reading, listening, viewing and communication skills.
2. Create an atmosphere conducive to learning. He/she shall:
  - a. Teach effective use of library resources.
  - b. Teach students responsibility in the care of materials, equipment and the library media center environment.
  - c. Arrange the library media center to support a variety of learning activities.
3. Promote professional reading for staff. He/she shall:
  - a. Read and scan professional journals.
  - b. Route materials of interest to staff members.
  - c. Select and organize materials for the professional library.
  - d. Keep current with educational trends.
  - e. Circulate materials for professional growth of teachers.
4. Acquire knowledge of the educational program and of student needs. He/she shall:
  - a. Become familiar with courses of study.
  - b. Converse with students to determine interests.
  - c. Survey faculty and students to determine needed resources.
  - d. Examine student reading scores.
  - e. Collaborate with teachers in special projects.
5. Participate in departmental, faculty, curriculum and special meetings. He/she shall attend faculty and department meetings and serve on committees whose activities directly affect the instructional media program.

C. Technical Responsibilities – Within bounds of the time available for this position, the District Library Media Director shall:

1. Acquire and organize materials. He/she shall order, catalog and classify media, supervise physical preparation of materials and supervise check-in, stamping, labeling, filing, etc.

2. Supervise the withdrawal of obsolete and damaged items. He/she shall remove catalog cards, adjust inventory records, prepare materials for discard and reclassify items to other areas of the library.
3. Plan circulation policies and procedures. He/she shall direct assistants in charging and discharging materials, writing notices, counting, filing and keeping circulation records.
4. Maintain records of materials ordered. He/she shall keep circulation statistics, inventory materials regularly and compile records of library media center holdings for annual report.
5. Implement the use of computers in the management of library media center procedures.

D. Professional Responsibilities – Within bounds of the time available for this position, the District Library Media Director shall:

1. Participate in professional organizations and activities relating to both education and librarianship.
2. Continue to acquire knowledge through inservice education and academic courses.

E. Other Responsibilities – Within bounds of the time available for this position, the District Library Media Director shall perform any and all other duties prescribed by the District Administrator, Middle/High School Principal, Elementary Principal, or Board.

Evaluation: The Middle/High School Principal and Elementary Principal shall complete an evaluation in accordance with Board policy. The evaluation shall be reviewed by the District Administrator.

Terms of Employment: The District Library Media Director shall be employed for the contractual school year with contract provisions to conform with the negotiated agreement between the Board and the Iola-Scandinavia Education Association (I-SEA). Any additional days shall be reviewed and approved or rejected by the District Administrator.

LEGAL REF: Section 121.02(1)(q) Wisconsin Statutes  
PI 3, Wisconsin Administrative Code  
PI 8.01(2)(q)

CROSS REF: 538, Professional Staff Evaluation

APPROVED: May 14, 2001

REVISED: June 8, 2009  
June 11, 2012