

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

531.31

K-6 LIBRARY MEDIA SPECIALIST (Job Description)

Qualifications: (1) Must have earned a bachelor of science degree with additional emphasis in instructional media and computers; (2) Must maintain certification as required by state law; and, (3) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the Elementary School Principal/Director of Instruction. Responsible to the District Library Media Director for coordinating the kindergarten through grade six library media program with grades seven through twelve library media program.

Duties and Responsibilities: The K-6 Library Media Specialist shall serve as head of the kindergarten through grade six library media program and coordinate programs with the District Library Media Director.

- A. Administrative Responsibilities – The K-6 Library Media Specialist shall:
1. 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.
 2. Prepare and administer the budget. He/she shall authorize orders and payments for the Administration Office and maintain records of expenditures.
 3. Supervise public relations activities. He/she shall prepare bulletin boards and displays, announcements, brochures, newspaper publicity and special activities.
 4. Plan, design and arrange school library media centers as needed.
 5. Cooperate with the middle/high school library media center, local libraries and other library systems.
 6. 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 – The K-6 Library Media Specialist 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. Supervise students.
 - f. Prepare bibliographies.
 - g. Prepare individual or group instruction in library skills and media production.
 - h. Provide guidance in the use of materials and special equipment, such as computers.
 - i. Work with individual teachers in planning learning activities.
 - j. 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 – The K-6 Library Media Specialist 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, 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 checking materials in and out, 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 – The K-6 Library Media Specialist 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 – The K-6 Library Media Specialist shall perform any and all other duties prescribed by the District Administrator, Elementary School Principal/Director of Instruction or Board.

Evaluation: The Elementary School Principal/Director of Instruction shall complete an evaluation in accordance with Board policy. Input from staff may be utilized in developing the evaluation report.

Terms of Employment: The K-6 Library Media Specialist 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: February 14, 2005
June 11, 2012