

**South Tippah School District
Library/Media Specialist
Job Description**

Qualifications:

Bachelors Degree in Education with Media Librarian Endorsement

Reports To:

Principal/Assistant Principal

Job Goal:

To provide all students with an enriched library environment containing a wide variety of materials that stimulate and encourage intellectual growth, meet state standards, and to aid all students in acquiring the skills needed to take full advantage of media center resources

Duties & Responsibilities:

1. Operates and supervises the media center to which assigned
2. Evaluates, selects, and requisitions new media center materials
3. Assists teachers in the selection of books and other instructional materials, and makes media center materials available to supplement the instructional program
4. Informs teachers and other staff members concerning new materials the media center acquires
5. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system
6. Arranges for interlibrary loan of materials of interest or use to teachers
7. Works with teachers in planning those assignments likely to lead to the extended use of the media center resources
8. Promotes appropriate conduct of students using media center facilities
9. Helps students to develop habits of independent reference work and to develop skills in the use of reference materials in relation to planned assignments
10. Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher
11. Participates in curriculum meetings
12. Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests
13. Arranges frequently changing book-related displays and exhibits likely to interest the media center's patrons
14. Administers the media center allocated money
15. Weeds obsolete and worn materials from the collections
16. Supervises the clerical routine necessary for the smooth operation of the media center
17. Maintains and assists with the supplemental reading program for the entire school when applicable
18. Coordinates special events programs
19. Invites and plans for having local authors visit our school
20. Attends workshops and conferences as required
21. All other duties assigned

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Principal/Assistant Principal in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____