

# DEXTER CONSOLIDATED SCHOOLS

## JOB DESCRIPTION

POSITION: LIBRARY/MEDIA SPECIALIST

SUPERVISOR: Superintendent

**GENERAL JOB DESCRIPTION:** The Library/Media Specialist will coordinate library circulation and activities. The Library/Media Specialist will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manage and operate the District libraries.
2. Supervise Library/Media Assistants in collaboration with building principals.
3. Work with teachers in the selection and acquisition of appropriate books, periodicals, and technology.
4. Inform teachers concerning new materials and equipment.
5. Instruct students, teachers and parents how to use electronic databases and the electronic catalog.
6. Assist teachers with special classroom needs.
7. Maintain a comprehensive and efficient system for cataloging all library materials.
8. Promote appropriate conduct of students using library facilities.
9. Organize the circulation of library-media materials and equipment.
10. Implement and facilitate a program to teach basic library skills. Utilize a variety of teaching methods and resources.
11. Schedule the use of the library by class, small groups and individuals.
12. Provide materials for the professional growth of the faculty, and maintain a professional collection.
13. Maintain an inventory of all library materials and equipment.
14. Remove obsolete and worn materials from the collection.
15. Arrange media-related bulletin boards and displays of interest to the students.
16. Notify teachers, students and parents concerning overdue materials. Work toward a positive outcome.
17. Make simple repairs on damaged books
18. Operate the circulation desk.
19. Shelf incoming books.
20. Read to groups of students.
21. Operate as the circulation agent between the school and the district non-print library.
22. Maintain circulation records.
23. Provide assistance with computers utilized by students.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Communicate accurate and up-to-date information to students in a way that enhances student learning, and includes demonstrating effective writing skills, and use of standard English.
2. Manage time appropriately.
3. Cooperate with administration, parents, and co-workers.
4. Create a positive atmosphere and arrange the physical environment of the libraries for optimum learning.
5. Take precautions to protect equipment, materials, and facilities.

6. Maintain accurate and complete records as required by the school district and provide reports in a timely manner.
7. Attend and participate in meetings.
8. Complete duties (hall, bus, etc.) as assigned.
9. Develop and implement appropriate management strategies while maintaining high expectations for student behavior.
10. Encourage cooperation between all library users.
11. Maintain student involvement in appropriate tasks.
12. Use and apply appropriate conflict resolution skills.
13. Demonstrate public relations skills.
14. Use current technology for instruction and management purposes.
15. Is available to parents, students, administration, and peers outside the school day, if needed.
16. Attend extra-curricular activities.
17. Report suspected child abuse and neglect.
18. Act as a good role model within the context of the school.
19. Develop and use community and professional resources.
20. Understand and apply learning theories.
21. Accept other responsibilities as deemed necessary by the supervisor.
22. Consistently enforce school rules and policies.
23. Attend and participate in professional development opportunities during and outside the school year.
24. Develop positive relationships with students, parents, and colleagues and administrators.  
Communicate accurately and effectively and maintain a professional rapport with students.
25. Obtain feedback from and communicate with students in a manner which enhances student learning and understanding.
26. Encourage the development of student involvement, responsibility, and critical thinking skills.
27. Manage the libraries to ensure the best use of student and teacher time.
28. Create an atmosphere conducive to learning self-discipline.
29. Other tasks deemed appropriate or necessary by the Superintendent.
30. Follow Board policies and administrative rules and regulations.

**QUALIFICATIONS:**

1. A Master's Degree.
2. A valid New Mexico teaching license with Library/Media endorsement.
3. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

**SAFETY AND HEALTH:**

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

**EQUIPMENT/MATERIAL HANDLED:**

1. Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.
2. Must know how to properly operate or be willing to learn to operate all equipment necessary for student success.

**WORKING ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make home visits when needed and appropriate.

**TERMS OF EMPLOYMENT:**

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_