

TITLE: Burley High School Media Specialist/District Lead Librarian**QUALIFICATIONS:**

- Possession of a valid current Idaho Educational Credential authorizing service as a Library Media Specialist k/12
- Knowledge of: Principles, theories, methods, techniques, and strategies pertaining to information and resources services, library media and advanced materials for secondary level pupils.
- Knowledge of: Teaching and instruction of secondary level pupils; Academic, social, and behavioral characteristics of secondary level pupils; Educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive secondary programming; Behavior management and behavior shaping strategies, techniques and methods, and conflict resolution procedures; Socio-economic and cultural background differences of the school population.
- Such Alternatives to the above as the board may find appropriate & acceptable.

Reports To: Building Principal & District Administration

Supervises: Para Educator, as assigned

JOB GOAL: The library media specialist provides access to information and resources for all students, staff and community users. To provide resources and materials that make classes and presentations more interesting for students by diversifying learning resources and provide opportunities for students to study and read independently.

ESSENTIAL RESPONSIBILITIES:

- Makes resources available to students and teachers through a systematically developed collection within the school and through access to online and other electronic resources.
- Provides access to the library media center collection through the management of an accurate and efficient online library automation system.
- Assists students in identifying, locating and interpreting information housed in the library media center and helps students locate information from online databases and other electronic resources.
- Be proficient at using Microsoft Office, Google Docs, and other common applications in order to assist students and teachers to produce quality documents and media projects.
- Provides access to the library media center throughout the school day, scheduling class visits flexibly to encourage use at the point of need: organizes and manages the library media facility, mobile computer labs, and other electronic equipment in a manner that encourages access.
- Develops and implements policies and procedures which ensure that access to information is not impeded; interprets laws and district policies regarding information.
- Informs teachers, students, parents and administrators of new materials, equipment and services that meet their information needs through the school's website and library displays.
- Manages selection and ordering of materials through a process which involves teachers, administrators, students and parents; administers budgets for library media resources.
- Communicates library media program needs to the administration.
- Act as District Head Librarian in regard to issues affecting school libraries.
- Provide training to classified library personnel throughout the district as instructed by the district office.
- Provide ongoing technical assistance to classified library personnel throughout the year via telephone, e-mail and in some cases, onsite visits.
- Select and implement library automation system and provide training and technical support for users throughout the district.
- Act as district liaison to the Idaho Commission for Libraries to stay abreast of current best practices and procedures, training opportunities, grants etc.

- Promote the use of the LiLI Databases (EBSCO, WorldBook, Gale Virtual Library and Learning Express) as vital online resources for all grade levels through workshops and other training opportunities for students, parents, and teachers.
- Provide other services to the district as assigned. May include designing and printing ID cards for district employees, providing equipment and facilities and training for district training events, and all other assignments given at the district level.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Performs all other duties as assigned consistent with the responsibilities of a teacher, the Idaho Code of Ethics, and the negotiated contract.

PHYSICAL DEMANDS: The employee will be required to perform the duties necessary in a normal office environment. Employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

TERMS OF EMPLOYMENT: Annual Contract. Salary according to current Certified Teacher Salary Schedule as approved by the Board of Trustees.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of certified personnel.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee on the school district website: www.cassiaschools.org.

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

EMPLOYEE ACKNOWLEDGEMENT: I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

Employee Signature

Date

January 20, 2016