

Shelton Board of Education

SCHOOL LIBRARY MEDIA SPECIALIST

- I. Title: School Library Media Specialist
The School Library Media Specialist reports to and is supervised by the school principal according to the procedures established for all teaching personnel.
- II. The primary responsibilities of the School Media Specialist include managing the Library Media Center to meet the needs of the students and faculty.

General areas of responsibility may be categorized as:

Administration
Development of the education program
Instruction
Special Services
Selection of materials and equipment
Production of Media
Organization, circulation, and maintenance of resources

- III. Specific duties of the School Library Media Specialist

Administration

Conducts in-service training and orientation programs for faculty and library staff.

Plans cooperatively with the public librarian for joint activities.

Helps determine overall library policy.

Plans library media center operations and maintenance.

Plans arrangement of library space and furniture.

Determines rules of conduct for users and enforces such rules.

Schedules use of facilities.

Trains student library aides and volunteers.

Plans for expanding programs of media service.

Visits other libraries to observe their programs.

Attends and participates in programs, conferences, workshops pertinent to library and media.

Schedules and coordinates assembly programs and arranges for set up of equipment and materials for such programs.

Maintains records of library use, acquisition and removals.

Development of Educational Programs

Plans and discusses library-involved topics, units and activities with teachers and administrators.

Assists individual teachers in curriculum planning.

Participates in curriculum development and revision.

Assists teachers and/or curriculum committees in the selection of appropriate materials for resource units and curriculum guides.

Develops new uses for materials and equipment.

Works with teachers to design innovations in instruction.

Provides assistance, resources, and materials to classroom teachers to aid in preparation of units and activities.

Supplies information and assistance to teachers to assist them in ordering and previewing equipment and materials.

Select books and materials suitable to students' reading and grade level.

Instruction

Orients students to the library.

Reviews library rules and procedures.

Provides individual and group instruction in use of materials and equipment.

Provides instruction in basic reference techniques.

Assists with independent study and class research projects.

Teaches library skills to both individuals and groups in conjunction with classroom assignments.

Guides students in preparation and writing of reports.

Gives incidental instruction in library skills as the need arises.

Plans sequential programs of library instruction.

Assists students to develop competency in listening and viewing skills.

Provides reading guidance to individual students.

Special Services

Answers ready-reference questions.

Performs general reference services.

Plans, prepares, and arranges bulletin boards, displays, exhibits.

Promotes reading by giving book talks to classes and individuals.

Encourages use of library through bulletin boards, posters and signs.

Introduces materials of special interest to class groups.

Suggests related materials, ideas, and resource people for classroom units.

Plans and directs special observances of book and library weeks.

Sets up, operates, distributes and maintains AV equipment.

Sets up, operates and schedules video equipment.

Compiles materials and equipment lists.

Compiles bibliographies and individual reading guidance lists.

Promotes use of the professional library.

Reads and reviews professional materials.

Circulates periodicals to faculty and administration.

Introduces teachers and guides students in using bibliographic tools in subject disciplines.

Administers inter-library loan services.

Provides assistance and material to elementary school library programs.

Assists in planning, organization and supervision of book fair activities.

Informs teachers of new library material, equipment and services.

Selection of Materials and Equipment

Arranges for and conducts preview and evaluation sessions of materials and equipment.

Helps to determine specifications for the purchase of library furnishings.

Evaluates existing collections to determine needs.

Enlists faculty and student participation and recommendations in the evaluation and selection of library materials.

Reads books, magazines, catalogs, review source for background information in the selection of materials and equipment.

Evaluates and selects print and non-print materials.

Maintains selected aids for finding new materials.

Confers with sales representatives to learn of new materials and equipment.

Selects and orders library books, supplies, periodicals, and audiovisual and television equipment.

Prepares budget information annually to be submitted to administrator.

Production of Media

Adapts commercial materials and equipment to meet special needs.

Designs printed publicity materials, posters, bookmarks and other graphic displays.

Makes simple display devices for use in instruction.

Offers advisory and consultant services to teachers and students in media production.

Provides assistance in media production, specifically, in the areas of graphics, photography, lamination, and the production of slides, transparencies, filmstrips, audio and video tapes.

Organization, Circulation and Maintenance of Resources

Determines methods and procedures for preparation of materials.

Maintains equipment inventories.

Organizes and maintains special collections of non-print materials.

Processes all orders.

Plans systems of scheduling and delivering materials and equipment.

Orders and returns materials and equipment.

Develops routing lists for distribution of materials.

Establishes policies concerning maintenance of materials and equipment.

Plans for reorganization and relocation of collections.

Verifies preliminary filing of catalog and shelf list cards to complete filing.

Establishes cataloging and classification policies.

Classifies and catalogs all print and non-print materials.

Calls in materials on loan when required elsewhere.

Prepares and assembles bibliographic data for ordering.

Employment Year	-	181 days (Ten month work year)
Salary	-	Appropriate Step on Teachers Salary Schedule