

# Information Literacy Specialist Job Description



<b>Job Title:</b>	Information Literacy Specialist	<b>FSLA:</b>	Exempt
<b>Reports to:</b>	Principal	<b>Pay Grade:</b>	Varies
<b>Dept./School:</b>	Assigned Campus	<b>Calendar Days:</b>	Varies
<b>Contract:</b>	Probationary/Term	<b>Revised:</b>	8.18.2022

## Primary Purpose

Direct the operation of the school library. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems. Serve as teacher, materials expert, and curriculum adviser to ensure that library/media center is involved in instructional programs of the school.

## Qualifications

### Education/Certification:

- General qualifications of a teacher
- Certified in Library Science as prescribed by the State Department of Education OR Library Science certification currently in progress

### Special Knowledge/Skills:

- Knowledge of library and information science
- Ability to instruct and manage student behavior
- Strong organizational, communication, and interpersonal skills
- Collaborative in approach to the work

## Major Responsibilities and Duties

### Instruction

1. Provide formal and informal instruction in information literacy skills including the use of instructional technology in locating, evaluating, and using information; ethical and legal guidelines related to gathering and using information; safety and social responsibilities related to the use of social networking tools
2. Work with teachers to convey appropriate use of materials and help schedule materials for classroom instructional use. Encourage the appropriate use of video programming and other media for educational purposes
3. Design, develop, and present staff development for teachers on the availability and use of campus and district learning resources
4. Serve as an instructional leader; participate in curriculum planning, attend departmental/grade level and department chair meetings

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## **Library Programs**

5. Plan and implement an effective school library program that meets identified needs and create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students
6. Make recommendations for acquisitions and manage the processing, organizing, distribution, maintenance, inventory, and equitable access of library/media resources
7. Assist teachers in preparation of bibliographies and curriculum guides
8. Use appropriate and effective techniques to encourage community and parent involvement
9. Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings
10. Collaborate with staff to develop and implement instructional activities that integrate information literacy skills and learning resources in all curriculum areas

## **Student Management**

11. Carry out student discipline in accordance with board policies and administrative regulations

## **Administration**

12. Direct the work of clerical aide(s), student aides, and volunteers
13. Administer budgets effectively and efficiently according to priorities of the instructional program, the district's collection development policy, and the established district business practices
14. Compile, maintain, and file all reports, records, and other documents required
15. Comply with federal and state laws, State Board of Education rule, and board policy
16. Comply with all district and campus routines and regulations

## **Professional Growth and Development**

17. Participate in staff development activities to improve job-related skills
18. Attend and participate in faculty meetings and serve on staff committees as required
19. Actively pursue a long-range program of professional growth; continually seeking self-improvement
20. Disseminate ideas and information to other professionals; provide leadership in addressing the challenges facing the profession

## **Other**

21. Perform other duties as assigned by the Principal and the Superintendent of Schools.

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## Supervisory Responsibilities

None

## Evaluation

An evaluation shall be completed in writing at least once during the course of each school year.

## Work Environment

### **Mental Demands/Physical Demands/Environmental Factors:**

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.

**Posture:** Frequent sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.