

Media Specialist

CONTRACT YEAR: 210 Days - Year Round Schedule

SALARY: Commensurate with Experience/Education

QUALIFICATIONS

The purpose of this position is to partner with teaching staff in the development of student literacy through the administration of the library; to provide specialized instruction to faculty and students; and to oversee the selection, organization, utilization, and maintenance of library resources.

EDUCATION: Bachelor's degree in Library Science from an accredited college or university.

Experience in school library work is desired but not necessary for hiring. 3. Knowledge of current literature and professional trends in youth literature is required.

South Carolina State Teaching certificate.

Experience is preferred but not necessary for hiring.

Reports To: Principal

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

Primary purpose: The purpose of this position is to partner with teaching staff in the development of student literacy through the administration of the library; to provide specialized instruction to faculty and students; and to oversee the selection, organization, utilization, and maintenance of library resources.

Responsibilities and Duties of this job include, but are not limited to:

- Collaborating with teachers to provide integrated instruction for students in information and technology literacy; assists students and staff in identifying appropriate resources for achievement of student learning goals.
- Providing training for staff in the use of print and electronic reference tools and information literacy processes.
- Reinforcing strategy-based reading instruction to help students make meaning from text; supports students' interaction with a variety of genre as reflected in state reading and writing curriculum.
- Promoting student and staff reading for information and pleasure; maintains a library culture that encourages appreciation of literature; supports school reading incentive programs.
- Developing and maintaining a diversified library collection of print, non-print, and electronic resources to support curricular needs, the development of student literacy, and the interests of students.
- Training and partnering with library support staff to implement the library program; oversees management of equipment, materials, and facilities; manages the annual budget needs; accesses state procedures and tools for circulation, cataloging, and processing.

- Serving as a curriculum leader on school teams and works on special projects as assigned.
- Participating in continuing education programs for professional growth including in- service courses and meetings as required.
- Serving as a member of the library team of the school; performs related duties consistent with the scope and intent of the position as assigned.
- Coordinating the work of library support staff.
- Interacting daily with students, parents, teachers, administrators, and other staff.
- Moving, lifting, and storing of materials and equipment in required.
- Partnering with other staff to design and implement effective instruction; classroom management skills.
- Using automated library systems for collection, maintenance, purchasing, cataloging, and inventory.
- Establishing and maintaining effective working relationships with students, parents, other school employees.
- Maintaining accurate records and reports.
- Communicating effectively with others.