

**Shell Knob School District  
Shell Knob, Missouri**

**Job Title:** Library Media Specialist

**Reports to:** Principal

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Goal: Demonstrates competency in selection, acquisition, circulation and maintenance of materials, technology and equipment that support the district curriculum and educational philosophy.

**Performance Responsibilities:** Other duties may be assigned

- Incorporates district, state, regional and national guidelines in library media center operations in developing the library media center programs and procedures.
- Tracks all library media center records.
- Conducts annual inventory of materials in the library.
- Prepares state reports of materials in the library.
- Coordinates and cooperates with the public and other school libraries.
- Promotes the library media center and its programs within the school, the district and the community.
- Recommends needs, outlines qualifications, participates in selection of, and trains library support staff and volunteers.
- Orders and processes print and non-print materials for the library media center with suggestions from faculty and students.
- Tracks repair of district audiovisual equipment and other forms of technology.
- Serves on district Technology Committee.
- Promotes compliance with copyright law.
- Reevaluates library collection on a regular basis to ensure collection adequately meets curriculum needs and personal interests of patrons.
- Provides training for faculty and staff regarding the use of materials and equipment.
- Assumes responsibility for professional growth, and participates in other school activities as appropriate.
- Maintains flexible use of the library media center by assisting individuals, small groups and large groups with research, browsing, recreational reading and listening.
- Collaborates with faculty and staff to integrate library media center activities with classroom instruction.

**SUPERVISORY RESPONSIBILITIES:** Supervises library paraprofessionals and volunteers.

**EDUCATION and/or EXPERIENCE:** Bachelor of Arts or Bachelor of Science Degree.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Missouri Teaching Certificate in the appropriate area.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, administrators, staff, and the general public.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Computer proficiency required.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear, and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is quiet to moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

*Shell Knob School District #78 is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.*