

WINOOSKI SCHOOL DISTRICT
Job Description: Library Media Specialist

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Date Approved/Updated: February 19, 2013

Location: School-wide

Job Group: Educator, Union

Reports To: K-5 Principal and 6-12 Principal. The 6-12 Principal will be responsible for the evaluation with input from the K-5 Principal.

Summary of Position Responsibilities:

- To support students and teachers in achieving the national Common Core Standards and Vermont's Framework of Standards and Learning Opportunities;
- To transform the school library into a dynamic, full-service 21st century learning center that incorporates both books and contemporary technological tools including but not limited to educational research databases and presentation/research software;
- To provide to all students and teachers those resources and tools which will facilitate the teaching/learning process.

Essential Duties and Responsibilities:

- Instructional and interpersonal behaviors are consistent with the Mission Statement of the Winooski School District.
- Exhibits professional and personal characteristics recognized as appropriate to educators as role models and colleagues.
- Accepts responsibility for being a member of a collegial group. Stays current on AASL Information Literacy Standards.
- Accepts shared responsibility for educating all children.
- Manages the day to day operations of the school library.
- Cultivates a strong culture of reading PreK-12.
- Collaborates with PreK-12 administrators and staff to create a dynamic, orderly, attractive and welcoming learning environment for all.
- Involves students in library projects (ie: hosting events, running a book fair, making a video on research skills, etc...)
- Organize and display materials and technology tools for maximum accessibility, and to provide equitable access to information literacy and technology resources for all users.
- Create and effectively manage the budget for the acquisition of library media services, resources and supplies.
- Train the library support staff to meet specific needs of the program.
- Catalogs and classifies all print and non-print materials.
- Coordinates the use of facilities, equipment, and materials with needs.
- Gives reading, research, and viewing guidance.
- Provides individualized assistance to students and faculty.
- Partner and collaborate with classroom teachers to create units and lessons that integrate library resources into the classroom curriculum to enhance student learning and support the achievement of classroom objectives.
- Promote and create a learning environment in which students use information and

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communication technologies to engage in learning tasks that are meaningful, relevant, and authentic, in ways that engage student interest and foster independent and collaborative learning.

- Promote and use technology to provide robust educational opportunities to students including distance learning, and provide resources in ways that allow for varied access during and beyond the traditional school day.
- Promote the ethical use of information in all formats; educate students on digital citizenship to ensure students understand the human, cultural, and societal issues related to technology and practice legal and ethical behavior. Help students to develop habits of independent reference work and to develop skill in the use of reference materials in both traditional and digital formats in relation to planned assignments.
- Maintains an up-to-date retrieval system.
- Formulates and implements long range plans for the acquisition of equipment. Materials, and facilities necessary to meet needs, including the evaluation and selection of print and non-print materials.
- Keeps the faculty informed of new materials, trends, and alternatives.
- Communicate services and promote the library as a valuable and integral resource in the school community; promote and support instructional partnerships among students, staff and community through the development and coordination of, and participation in after school enrichment programs for students, parents and the community.
- May be assigned to teach 1 or 2 library media classes to meet the needs of students.
- Other as assigned by K-5 Principal and 6-12 Principal to meet the needs of students.

Supervisory Responsibilities include: None.

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Master's Degree or higher. Three to five years experience as a teacher, librarian or library media specialist.

Certificates, Licenses, Registrations: A valid Vermont license with a Library Media Specialist endorsement (3-61).

Physical Demands:

The physical demands are typical 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. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

<input checked="" type="checkbox"/> C Standing	<input type="checkbox"/> Walking	<input type="checkbox"/> Sitting	<input type="checkbox"/> O Lifting	<input type="checkbox"/> O Carrying	<input type="checkbox"/> Pushing
<input type="checkbox"/> O Pulling	<input type="checkbox"/> Climbing	<input type="checkbox"/> Balancing	<input type="checkbox"/> O Stooping	<input type="checkbox"/> O Kneeling	<input type="checkbox"/> Crawling
<input type="checkbox"/> F Crouching	<input type="checkbox"/> F Reaching	<input type="checkbox"/> Handling	<input type="checkbox"/> Fingering	<input type="checkbox"/> Feeling	<input type="checkbox"/> F Talking
<input type="checkbox"/> C Hearing	<input type="checkbox"/> Far Vision	<input type="checkbox"/> C Near Vision	<input type="checkbox"/> Color Vision	<input type="checkbox"/> Depth Perception	<input type="checkbox"/> F Repetitive Motion
<input type="checkbox"/> Eye/Hand/Foot Coordination					

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Physical Effort: Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i>	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs. XX	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

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. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

N Exposure to weather
 N Extreme heat
 N Extreme cold
 N Noise
 N Dust, vapors, fumes
 F Time constraints
 F Public contact
 O Deadlines
 O Travel
 C Inside work

Terms of Employment: Per Collective Bargaining Agreement, State and Federal Statutes and Board Policies.

Compensation: As per Collective Bargaining Agreement.

Evaluation: Performance of this job will be evaluated in accordance with Procedure WSD201.

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