



## City of St. Charles School District

### **LIBRARY MEDIA SPECIALIST**

Reports to: Building Principal  
Classification: Certified  
FLSA Status: Exempt  
Terms of Employment: To be established by the Board of Education annually  
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy  
Compensation: Reviewed and established annually by the Board of Education

#### **JOB SUMMARY:**

Plans and establishes Library Media program goals and outcomes in accordance with district curriculum and state guidelines.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.***

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Maintains accurate financial reports.
- Develops and administers library budget.
- Performs routine Media Specialist activities such as, but not limited to, repairs and shelves books, instructs students in use of automated catalog program, keeps media center operational, and maintains magazines.
- Evaluates books for appropriate content.
- Complies with State Law and District policies and regulations.
- Maintains a safe environment for students, conducive to learning.
- Evaluates, selects and orders learning resources.
- Assists teachers in the selection of books and other instructional materials, and makes media center materials available to support and enrich the curriculum.
- Informs teachers and other staff members concerning new learning materials the media center acquires.
- Assist students in the development of independent information access and use so as to develop the skills in the use of instructional materials in relation to learning outcomes.
- Monitors the materials of the collections to reflect the changing curriculum needs.
- Plans and supervises the distribution and storage of all media materials.
- Prepares reports as required by the district and state.

- Annually analyzes the media program to establish new policies and services as necessary.
- Provides individualized and group instruction to students.

**SUPERVISORY RESPONSIBILITIES:**

Supervises students in media center, library clerks, and volunteers where applicable.

**QUALIFICATION REQUIREMENTS:**

*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.*

**EDUCATION and/or EXPERIENCE:**

Degree(s) required in major area of study.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Missouri Library Media Specialist Certification.

**COMMUNICATION SKILLS:**

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.
- Ability to communicate effectively with students of all ability levels.

**MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts such as probability and statistical inference that are directly related to the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only 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 district 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.

- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and School Board policies.

**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 sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls and the employee occasionally required to stand and reach with hands and arms, stoop and bend at the waist. 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 and may be required to lift and push moderately heavy loads of material. 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 students, teachers, and interact with the public.

**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 majority of duties are performed indoors.

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.

Library Media Specialist  
Revised SY 2004-2005