

**GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**  
**JOB TITLE: SCHOOL LIBRARY MEDIA SPECIALIST**

**GENERAL STATEMENT OF JOB**

To provide the leadership and instructional resources and services for implementation of a school library media program that serves as an integral part of a student-centered educational process. Coordinates and directs the activities of school library media support personnel including library media assistants, technical assistants, student assistants, and volunteers. Reports to the school principal and media supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Assesses learning and information needs of students and staff.

Plans and works collaboratively with teachers.

Instructs students and staff in the effective use of ideas and information.

Incorporates information literacy into day-to-day instruction.

Advocates and promotes reading and lifelong learning.

Leads in the school's use of instructional technology to enhance learning.

Upgrades professional knowledge and skills on a continual basis.

Works with the principal and school leadership team to provide flexible access to school library media center resources.

Creates and maintains an environment conducive to learning.

Encourages the widest possible use of print and electronic resources and services - within the school library media center, throughout the school, and through remote access.

Leads teachers, technology staff, and students in a collaborative process to select and evaluate resources that address curricular needs and learning goals of students and teachers in the information age.

Keeps accurate inventories of print, non print, and technology materials and equipment.

Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning.

Adheres to copyright as well as other laws and guidelines pertaining to the distribution and use of resources.

Advocates the principals of intellectual freedom.

Works with school staff to design and implement short- and long-range plans to ensure balance among teaching, instructional technology, collaboration, collection development, and program management.

Evaluates the school library media program on a continual basis according to accepted standards of quality.

Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources.

Leads in the budgetary process of the school through the Media and Technology Advisory Committee to ensure equity of access to instructional materials.

Leads the Media and Technology Advisory Committee in effective decision making to promote the school library media program.

Interacts effectively with students, staff, administration, and the general public to promote and expand the school library media program.

Demonstrates professional integrity through ethical behavior.

Prepares and submits accurate reports as required.

Carries out assigned non-instructional duties and adheres to established laws, policies, rules, and regulations.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Master's degree in Library Science or the equivalent that will qualify for licensure as a school library media coordinator by the North Carolina Department of Public Instruction.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be able to use a variety of equipment such as computers, copiers, and a variety of audiovisual equipment etc. Must be able to exert up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Light Work usually requires walking, standing and bending to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, handbooks, forms, newsletters, journals, procedures, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, instructional materials, etc., using prescribed format.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office and audiovisual equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office and audiovisual equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of library media terminology and appropriate uses of media and technology to enhance instruction and achievement.

Considerable knowledge of the principles of organization and administration.

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Ability to constantly monitor the safety and well-being of students,

Ability to identify and evaluate new and emerging technologies.

Ability to use common audiovisual materials, common office machines and common computer programs.

Ability to use library automation programs.

Ability to maintain complete and accurate records and statistics.

Ability to develop budgets for program implementation.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.