



LIBRARY MEDIA SPECIALIST

GENERAL RESPONSIBILITIES

The position is responsible for serving in four interrelated roles within the school: Leader, Teacher and Instructional Partner, Program Manager, and Information Specialist. In fulfilling these roles, the Library Media Specialist (LMS) is responsible for working collaboratively with school administration and staff to develop a library program that supports the curriculum; provides instructional leadership for the teaching of literacy skills; develops and maintains a media center collection rich in both print and non-print materials; and manages the media center as a flexible, multi-task learning environment. The position performs other duties as assigned by the administrator.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.)

Leader

- Work collaboratively with colleagues and administration to establish evidence-based, measurable goals driven by the school improvement plan, and to assist with evaluating the effectiveness and quality of the school library program.
- Ensure the effective integration of the American Association of School Librarians' learning standards and the Virginia Beach City Public Schools Essential Information Literacy Skills through the use of coaching and cooperative teaching methods.
- Serve as an advocate for the school's library programs and services by utilizing a variety of communication and technology tools.
- Participate in professional growth activities that result in enhanced knowledge of best practices in school library programs.
- Collaborate with staff from the Department of Teaching and Learning to select, implement, and adapt information literacy skills in support of curriculum across all content areas.

Instructor and Instructional Partner

- Lead by modeling and teaching the skills necessary to access, evaluate, and use resources effectively and responsibly.
- Supervise students in a variety of school related settings; communicate and interact with students, parents, staff, and community.
- Collaborate with classroom teachers and other specialists to develop assignments that are instructionally sound and include key critical thinking, literacy and social skills, and instructional technology.
- Create partnerships by attending grade level/department meetings, reviewing pacing charts, serving on the school's leadership team, and participating in other committees such as technology and curriculum committees
- Provide active learning experiences and opportunities to meet the diverse needs of students.
- Assess student learning before, during and after lessons; alter instruction to meet group/individual needs.
- Promote reading in traditional and innovative ways such as social media, digital media and print.
- Develop initiatives to encourage and engage learners in reading, writing, and listening for understanding and enjoyment.
- Collect and analyze data to improve instruction and to demonstrate correlations between the school library programs and student achievement.

Program Manager

- Create and maintain an inviting, safe, inclusive, and respectful learning environment that fosters intellectual inquiry.
- Collaborate with teaching staff to create an environment that is conducive to active and participatory learning, and ensures resource-based instructional practices.
- Ensure flexible and equitable access to resources that support the student's academic and personal learning needs.
- Develop and maintain an up-to-date, culturally diverse collection of print and non-print resources appropriate to the curriculum, the learners, the teaching styles, the instructional strategies used, and reflect students' interests.
- Use available statistics to make data-driven financial and program development decisions regarding the library collection and program.
- Manage the duties of the library assistant and volunteers in the media center.



Information Specialist

- Provide leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats.
- Ensure equitable and ethical use of information.
- Teach students to follow an inquiry process as they ask questions, evaluate and collect information from multiple sources to construct understanding by thinking critically.
- Encourage the use of instructional technology to engage students and to improve learning.
- Provide 24/7 access to digital information resources for the entire learning community.
- Assume a leadership role in modeling and teaching the skills necessary to access, evaluate, and use resources effectively and responsibly for students, staff and administration.
- Work with staff, administration and other specialists to ensure that information literacy skills are embedded systematically throughout the school and the library instructional program.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have an extensive knowledge and understanding of the concepts, principles, and methodologies of teaching and learning and of current practices in library media. Must possess the ability to develop instructional goals for students; to manage print, non-print and electronic collection of curricular support materials and equipment; to prepare and monitor departmental budget; to provide work direction to others; to collaborate with other instructional personnel; to communicate instructional goals to others effectively, orally and in writing. Demonstrated ability in decision making, problem analysis, conflict resolution, interpersonal relationships and planning

EDUCATION AND EXPERIENCE

Bachelor’s Degree, eligibility for Virginia Collegiate Professional Licensure with endorsement in Library Media NK-12.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, bending, grasping, fingering, repetitive motion, and reaching. Occasional stooping and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description Revised: 7/15, 3/22
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