



PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

400 E Silverspoon Avenue - Granville, IL 61326
(815)882-2800 x 5

JOB DESCRIPTION **-K-12 Library Media Specialist-**

Purpose

To provide each student, teacher, and staff member with an enriched media environment containing a variety and range of materials that will support intellectual probing and growth, and to assist all students in acquiring the skills needed to take full advantage of media resources.

Reports To

High School Principal on district matters and individual building Principal on matters of concern to one school only

Duties/Responsibilities

At District Level:

1. Makes recommendations to the administration regarding improvement of instruction through the effective and economical use of educational media and media center facilities.
2. Sets immediate and long range goals for the Putnam County Community Schools' media program in coordination with teachers, administrators, students, and parents. Works with the PCHS principal to organize and arrange for a media advisory committee as needed. This committee should represent all townships and facilities.
3. Trains Media Aides on technical procedures such as materials processing, organizing, circulating; maintaining materials and equipment; and interlibrary loan.
4. Assists Media Aides on evaluating, selecting, and ordering materials and equipment.
5. Coordinates the development and implementation of a sequential program as part of the English-Language Arts Curriculum to help students learn proper use of media materials and develop skills in the use of reference materials.
6. Oversees some district software licenses.
7. Prepares media-related grant proposals with approval of administration.
8. Prepares required district/school media or technology reports.
9. Attends workshops, files reports, and provides district media resources data for data base, as needed to fulfill requirements for district associate membership in RAILS Library Exchange. May be asked to act as trustee to RAILS Library Exchange as a representative of the Board of Education.

At High School:

Serves as High School Media Specialist:

1. Provides information to the high school administrator to prepare and comply with the media budget.
2. Maintains all phases of media services within approved budget.
3. Evaluates, selects, and orders new media materials.
4. Assists teachers in the selection of instructional materials.

-Providing foundations together, Cultivating individual growth-
www.peschools535.org

5. Informs teachers and other staff members concerning newly acquired materials.
6. Prepares subject bibliographies for teachers as needed.
7. Coordinates the maintenance of a comprehensive and efficient system in accordance with American Library Association publications for cataloging all media materials, and instructs teachers and students on the use of the system.
8. Coordinates the maintenance of an online card catalog in accordance with American Library Association filing rules for all media materials, and instructs teachers and students on its use.
9. Arranges for interlibrary loan of materials of interest of use to teachers and students from RAILS Library Exchange and other libraries through the use of Illinet Online and other data bases.
10. Instructs teachers and students on use of library data bases.
11. Instructs staff and students on use of eBooks and books available through Boundless
12. Works with teachers in planning those assignments likely to lead to extended use of media materials.
13. Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher.
14. Maintains a media center environment conducive to learning.
15. Promotes appropriate conduct of students using media facilities.
16. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
17. Provides support for all students with emphasis for those who have special or unusual intellectual interests.
18. Selects, orders, maintains, and distributes some audio-visual equipment.
19. Assists students and teachers with the use of audio-visual equipment.
20. Orders the materials necessary for development of teacher-made instructional materials.
21. Arranges frequently-changing book-related displays and exhibits likely to interest the media center's patrons.
22. Organizes and trains student volunteers in a Media Club to help with all phases of the media center's patrons.

License

K-12 Library Information Specialist license

Other

Supervises Media Aides' technical procedures and media center student volunteers