SOCORRO INDEPENDENT SCHOOL DISTRICT
Department of Human Resources

JOB DESCRIPTION

Job Title: Library Media Specialist Elementary, PK-8 Combo, and Middle School

Salary Block: Teacher Pay Scale

Reports To: Campus Principal

Terms of Employment: 192 Days

Exemption Status: Exempt

Primary Purpose:
The primary duty of this position is to provide instructional practices and instructional support to the campus via the library and via instructional technology.

Qualifications:

Education/Certification/Requirements:
- Valid Standard All Level School Librarian Certificate or Provisional Learning Resources Endorsement or Professional Learning Resources Specialist Certificate
- Valid Teaching Certificate
- Completed at least 12 semester hours towards a Masters Degree in Library Science or completed 6 semester hours of coursework required by a state recognized alternative school Librarian Certification program

Experience:
- Previous library experience (Preferred)
- Two years of creditable teaching experience

Major Responsibilities and Duties:
1. Provides effective instructional strategies.
2. Provides effective classroom management and organization.
3. Presents subject matter effectively.
4. Provides a positive learning environment.
5. Maintains a neat and attractive Library Media Center and its displays for a variety of activities.
6. Maintains a logical and orderly arrangement of materials on shelves and in storage areas.
7. Selects quality materials based on curriculum, teacher and student needs, interests, and abilities, while maintaining a balanced collection.
8. Utilizes district policy and selection tools and procedures in selecting materials and equipment.
9. Develops strategies and long-range plans which enhance the library skills/reading program.
10. Utilizes district policy selection tools and procedures in selecting materials and equipment.
11. Develops strategies and long-range plans which enhance the library skills/reading program.
12. Participates in campus, district, and state goal-setting activities.
13. Establishes effective utilization of the media center by working with individuals, groups, and classes which support the curriculum and school’s academic goals.
14. Provides an effective circulation and maintenance system for materials and equipment.
15. Develops and maintains budget information for media center’s allocated funds.
16. Complies with campus, district and state policies and procedures as appropriate.
17. Keeps systematic records and compiles statistical data so that program efficiency can be evaluated.
18. Develops professionally through professional readings, workshops, committees, in-services, professional organizations, etc.
Library Media Specialist – Elementary, K-8 Combo, and Middle School

19. Provides information in a variety of formats (such as books, CD, software) which will enhance student learning.
20. Provide sources of information outside of the campus media center (such as through ILL, databases, personal contacts, etc.)
21. Plans with administrators, teachers and students, individually and in groups, for effective use of library materials and facilities.
22. Assists with maintaining the accuracy and relevance of information on the campus homepage, the online calendar and the library media center webpages.
23. Supports campus technology use through instructional planning, basic equipment troubleshooting, and submitting work order requests as needed.
24. Establishes and maintains positive relationships with administrators, staff, students and community through effective communication and public relations.
25. Creates an environment in which students and staff can work at productive levels.
26. Trains, supervises and evaluates media center personnel as appropriate.
27. Provides collection access and maintenance.
28. Coordinates special services such as Region XIX, interlibrary loan, media broadcasts, material production, etc.
29. Upholds and adheres to the safety rules and policies of the SISD safety program.
30. Supports the goals and objectives of the school district and follows all district policies.
31. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
32. Performs any other duties assigned by the appropriate supervisor.
33. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading, ability to communicate effectively (verbal and written), ability to operate computers.

Physical Demands/Environmental Factors: Prolonged use of computer; works with frequent interruptions; moderate standing, stooping, bending, and lifting.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

______________________________________________  __________________________
Employee Name (please print)  Date

______________________________________________  __________________________
Signature  Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 3-5-85 AMENDED: 12-7-93, 11-10-08, 1-9-13, 6-16-16, 10-5-16,10-23-17