

**GREGORY-PORTLAND INDEPENDENT SCHOOL  
DISTRICT  
JOB DESCRIPTION**

**Job Title:** Library Media Specialist

**Exemption Status/Test:** Exempt

**Reports to:** Campus Principal

**Pay Grade:** Teacher Scale (196/202 Days)

**Dept./School:** Assigned Secondary Campus

**Date Revised:** 06/16/2021

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**Primary Purpose:**

To ensure students, teachers, administrators, and staff are effective users of media resources and technology tools by creating an information rich environment conducive to the 21<sup>st</sup> Century Learner.

**Qualifications:**

**Education/Certification:**

Bachelor's degree from an accredited college or university

Master's degree in Library Media Services preferred

Valid Texas librarian or learning resources specialist certificate or endorsement preferred.

Classroom teaching experience of at least three (3) years

Demonstrate effective design and delivery of staff development.

Demonstrate technology expertise with students and teachers to improve teaching and learning.

Possess knowledge of library media science.

Possess-knowledge of reading instructional practice and research skills.

Exhibit customer-oriented outlook

Utilize appropriate communication and organization skills.

**Experience:**

Three (3) years teaching experience.

Two (2) years' experience in library/media center in public school setting preferred.

**Major Responsibilities and Duties:**

**Competency I: Teaching and Learning**

1. Implements quality instructional and promotional activities in the library for the purpose of encouraging students to read for pleasure, in addition to book checkout.
2. Works with teachers to design meaningful instruction that involves reading or the use of information with an emphasis on integration of technology.
3. Exhibits a strong foundation in pedagogy and teaching methodologies and is knowledgeable about the integration of technology into the curriculum and instructional program.
4. Provides students the capacity to build both information literacy and technological skills conducive to the 21<sup>st</sup> Century Learner while adapting materials and teaching strategies to the interests, needs, and abilities of the learner.
5. Plans, facilitates and conducts staff development district-wide related to library and media services.
6. Facilitates the implementation of Library skills and instructional technology standards set forth by the Texas state adopted TEKS, Library Standards and the Gregory-Portland ISD curriculum.

7. Provide group instruction and individual guidance to students and other library users to help them locate resources and use research techniques. Serve as an information resource for users of print and digital library/media center materials.

**Competency II: Leadership and Professionalism**

8. Creates goals with a strategic plan aligned to campus, district, and statewide objectives and provides feedback to campus administrators.
9. Participates in staff development opportunities, professional reading, and networking to stay current in the fields of media services, technology integration, leadership, and librarianship

**Competency III: Technology and Information**

10. Designs library instruction focused on research/information skills with available databases, open access to print and digital resources, and other district resources.
11. Models and teaches the use of technology to locate, evaluate, ethically use, and communicate in various formats.
12. Models and promotes the highest standard of conduct, ethics, and integrity in the use of the internet and other resources.
13. Designs, implements, and provides high quality professional learning opportunities throughout the school year for teachers and staff.
14. Provides support to the classroom teacher for the utilization of emerging technology tools and resources to support instruction in the classroom.
15. Consults and collaborates directly with campus administration, teachers, and students to model technology integration across the curriculum.
16. Develops a collection of curriculum-driven support materials including software, websites, and digital resources.

**Competency VI: Administration & Management**

17. Ensures all students have equal access to appropriate resources necessary for academic success.
18. Uses professional review sources and input from administrators, teachers, and students to evaluate and select materials.
19. Establishes and maintains efficient routines for circulation and shelving materials, inventory of campus media/technology equipment, library funds, and collection development.
20. Administrates and supports various hardware and software systems.
21. Make recommendations for acquisitions and manage the processing, organizing, distribution, maintenance, and inventory of library/media resources.
22. Supervises library assistants, student aides, and/or volunteers.

23. Demonstrates the ability to function in the role of an instructional coach, teacher leader, and professional learning specialist for the campus.
24. Demonstrates effective problem solving, intrapersonal skills, ethical behavior, and librarianship.

**Competency V: Communication and Public Relations**

25. Exhibits positive, effective communication through oral, written, electronic, and non-verbal expression.
26. Establishes partnerships with students, staff, and the community to strengthen programs and support campus initiatives.
27. Promotes home access of media resources and establishes a family friendly library for the community.
28. Provides frequent feedback to staff and administrators regarding instructional technology.
29. Establishes effective working relationships with administrators, staff, and students to develop partnerships to strengthen programs and support campus goals.

**Competency IV: Environment**

30. Provides a safe, secure, and welcoming environment highlighting student projects and collections.
31. Specifies expectations for library behavior and applies rules consistently and fairly.
32. Promotes open access to resources during and beyond the instructional day and school year.
33. Arranges the library and/or lab in a way that is a catalyst for research and technology use.
34. Creates and promote a campus culture of literacy.

**Other**

35. Performs other tasks and assumes such responsibilities as related to the position and as assigned.
36. Has regular in person attendance and complies with notification procedures for absences.
37. Follow district safety protocols and emergency procedures.

**Equipment Used:** Computer, copier, fax, printer, scanner.

**Supervisory Responsibilities:**

Direct the work of clerical aide(s), student aides, and volunteers.

**Mental Demands/Physical Demands/Environmental Factors:** Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress. Bending, stooping, and lifting; moderate noise level in work environment; frequent use of computer keyboard, occasional statewide travel, occasional prolonged hours.

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This document 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.