

Policy No: 406.01 R3
Adopted: March 9, 2015
Revised:

JOB DESCRIPTION- MEDIA SPECIALIST/LIBRARIAN

The media specialist/librarian shall be assigned, supervised, and evaluated by the building principal, and the duties shall include, but not be limited to, the following:

1. Performing those applicable duties described in the teachers' job description in AR-4560.1;
2. Evaluating, selecting, and upon the approval of the building principal, requisitioning of new library materials.
3. Assisting teachers in the selection of books and other instructional materials.
4. Informing teachers and other staff members concerning new materials the library has acquired.
5. Maintaining a comprehensive and efficient system for cataloging of all library materials and instructing teachers and students on the use of the system.
6. Working with teachers to develop units of instruction which involve the use of library resources.
7. Promoting appropriate conduct of students using library facilities.
8. Helping students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
9. Arranging for inter-library loan of materials of interest or use to teachers.
10. Presenting and discussing materials with a class studying a particular topic, upon the request of the teacher.
11. Participating in curriculum meetings.
12. Arranging library-related displays and exhibits used to promote interest in the use of the library.
13. Counseling with and giving reading guidance to students who have special reading problems or unusual intellectual interests.
14. Preparing the library budget.
15. Supervising library aides and assisting them in the performance of their duties.
16. Introducing students to other library resources via computer networks.
17. Scheduling off-air taping of educational programs for later classroom use.
18. Scheduling and distributing audio-visual equipment.
19. Distributing Educational Service Unit media catalogs and collecting and placing orders for faculty members upon request.
20. Performing other tasks and duties as assigned.
21. Possessing strong written and oral communication skills.

22. Minimum physical requirements for the position.

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing			X	
Walking			X	
Sitting		X		
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing		X		
Driving	X			
Lifting 25# Max.		X		
Carrying 50 ft.		X		
Manual Dexterity Tasks'			X	

Operate A-V equipment (TV, VCR, Camcorder, and recorders), and telephone. Knowledge of computers.

23. Minimum educational preparation requirements.

- A. Nebraska Bachelor's degree in education, or equivalent.
- B. Holds a Nebraska teaching certificate with endorsement as educational media specialist, or equivalent (as specified by the Nebraska Department of Education).
- C. Previous successful teaching experience preferred.
- D. Ability to perform minor repairs on media equipment preferred.

Legal References:

- §79-101 Teaching Defined.
- §79-501 District Boards, Hiring of Superintendent, Teachers, and Personnel.
- §79-567 Board of Education, Power to Select Officers and Employees.
- §79-804 Through §79-816 Certification Requirements.
- §79-1248 Schools, Written Contracts Required.
- §79-859 Through §79-871 Professional Practices Commission.