



T U L S A

PUBLIC SCHOOLS

Job Title: **Library Media Specialist**

Reports To: Building Principal
Number of Days: Teachers' Schedule
Security Access: Building Site
Current Date: September 10, 2013
Overtime Status: Exempt

Job Objectives: Provides instruction in and access to library information resources and programs for students, staff and the entire school community.

Minimum Qualifications:

- Masters in accredited college-level library program

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- The library media specialist provides access to information and resources for all students, staff and community users.
- Makes resources available to students and teachers through a systematically developed collection within the school and through access to resources outside the school.
- Provides access to the library media center collection through the management of an accurate and efficient organization and retrieval system.
- Assists students in identifying, locating and interpreting information housed in the library media center and helps students locate information outside the library media center.
- Provides access to the library media center throughout the school day, scheduling class visits flexibly to encourage use at the point of need; organizes and manages the library media facility in a manner that encourages access.
- Develops and implements policies and procedures which ensure that access to information is not impeded; interprets laws and district policies regarding information.
- Informs teachers, students, parents and administrators of new materials, equipment and services that meet their information needs.
- Manages selection and ordering of materials through a process which involves teachers, administrators, students and parents; administers budgets for library media resources.
- Communicates library media program needs to the administration.
- The library media specialist acts as a consultant to coordinate student learning experiences with school, district and outside resources.
- Participates in department, grade-level, school, and district curriculum development and assessment projects.
- Offers assistance to teachers in the selection and purchase of instructional materials, and in the use of information resources.

- Plans cooperatively with teachers to incorporate information skills into the classroom curriculum and to assist teachers in developing resource based units and activities.
- Provides leadership in assessing, evaluating and implementing information and instructional technologies.
- Recommends student-level literature to teachers and encourages them to read to their classes as well as reading personally for an awareness of the literature available.
- The library media specialist is an integral part of the instructional team. She/he fosters a positive attitude toward the use and communication of information by students and teachers and creates an environment where literature and language is valued.
- Teaches information skills as an integral part of the content and objectives of the school's curriculum.
- Jointly plans, teaches and evaluates instruction which incorporates information access, use and communication skills with the classroom curriculum.
- Provides instruction in the use of technology to access information outside the library media center, including the use of commercial databases.
- Uses a wide variety of teaching methods, media, and ways of communicating information to insure that students can access and use all types of information sources.
- Takes a leadership role in promoting and demonstrating the use of new technologies and media with teachers and other adults.
- Encourages students to read for pleasure and motivates their reading through a variety of methods.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Oklahoma school library media certification.

Supervisory Responsibility:

- Supervises library teacher assistant.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

-

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.