



# Example of Library Media Specialist Job Description

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Our company is growing rapidly and is hiring for a library media specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for library media specialist

- Establishes budget priorities based on a needs assessment and input from the Library Media Advisory Committee
- Maintains library usage records and submits required reports
- Develops a Policies and Procedures manual based on State and District handbooks and approved by the District Library Media Supervisor
- Evaluates the library media program and student progress, making adjustments to maintain positive results
- Demonstrates professional ethics and leadership
- Develop an innovative school library media program that addresses 21st Century skills, including life and career development, learning and innovation, and information, media, and technology literacy
- Actively promote reading, information literacy skills, and information resource use through activities including book clubs, reading programs, reading initiatives, and other special school events
- Empower students to be critical thinkers, enthusiastic readers, skillful researchers, and discerning, technologically literate, ethical users of information
- Develop and maintain a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community
- Work directly, effectively and collaboratively with primary, elementary and/or middle school students, faculty and families

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- Develop and maintain a collection of resources reflective of WNS curriculum, students, and teaching and learning styles
  - Advising master's students
  - Earned doctorate in Library and Information Science or Education from a regionally accredited university prior to the appointment date
  - ALA-accredited MLIS degree or significant graduate coursework in school library media
  - At least two years, full-time teaching experience in K-12 schools as a school librarian
  - Provide leadership for the integration of media and digital literacy into courses taught through the Media Commons