



Example of Library Media Specialist Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for a library media specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for library media specialist

- Plan, teach, and co-teach lessons in the library and other classroom spaces
 - Co-manage the day-to-day operations of the library, including budget, program, collection development, circulation, volunteer training/coordination, and physical space
 - Assess, document, and report on student learning, including sharing information with other teachers, families, and school leadership
 - Participate in ongoing dialogues with teachers, administrators, and the Library/Makery team related to the integration of literature, media, technology, and other library resources within and across divisions
 - Train and support faculty in use of the library, its resources, and academic technology
 - Work with the Library and Makery Team and classroom teachers to develop and coordinate media literacy, research skills, and digital citizenship curricula
 - Collaborate with faculty to creatively and effectively harness a variety of ever-changing educational technologies and pedagogies
 - Participate as a member of the Lower School faculty including participating in division meetings, attending assemblies, serving on school-wide committees, chaperoning field trips, and sharing supervisory responsibilities
 - Plan and support direct instruction through the integration of library services and multimedia materials
 - Oversee media center support staff and volunteers to ensure quality library service and support
-

- Work with the Media Commons staff and the Instructional Services Librarian to develop and teach relevant course-integrated instruction sessions to support student learning of multiple literacies, including technology and media literacy
- Develop and teach workshops on processes and workflows for integrating multimedia resources into student and research projects
- Conduct training and provide documentation for technologies and services developed in the Media Commons
- Supervise hourly employees, graduate assistants, and student assistants in the provision of Media Commons services
- Contribute to promotion and marketing of Media Commons services and collections
- Play an active role in building relationships between Media Commons services and facilities and teaching and research needs of campus units