



# Example of Library Media Specialist Job Description

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Our innovative and growing company is looking to fill the role of 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

- Develop and deliver a rigorous and authentic research and library skills program aligned with standards for students in grades K-8
- Plan, direct, implement and evaluate the library program including budgeting, resource purchasing, maintenance and updating of records
- Use achievement data to plan interventions, facilitate inquiry-based instruction, and authentically assess and monitor progress for individuals and small groups of students in language arts and/or mathematics
- Lead and/or support the school-wide standardized testing coordination
- Manage both print and online resources technology equipment
- Demonstrate respect for students and make their success a top priority within a supportive, caring and stimulating learning environment
- Demonstrate outstanding communication skills, both oral and written, including the ability to communicate openly and effectively within a diverse community and with a variety of stakeholders both within and outside of the school
- Utilize Responsive Classrooms protocols to promote respect, discipline, and collaboration in both classroom and school environments
- Recognize the importance of being a reflective practitioner, and possess a commitment to collaborate and share practices with colleagues and willingness to learn from others
- Actively participate in meetings, conferences, media events, and/or related activities within the school, community, and organization as requested by

## Qualifications for library media specialist

- Pursue professional development to keep current on trends and developments in media and technology, and in delivery of technology integration in the curriculum
- Masters degree in Educational Technology, digital media, computer graphics, technology or computer science, Library and Information Science, or related field
- Minimum of two years technical experience with multimedia resources and/or production
- Professional experience providing technology demonstrations, presentations, and/or classroom instruction in an academic setting
- Demonstrated advanced, specialized knowledge in developing, producing and editing video, and other media and digital applications or similar products
- Demonstrated leadership, communication, public speaking, and team-building skills