



Example of Library Media Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of library media specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for library media specialist

- Adhere to the philosophies and practices of Center for Inquiry schools and the International Baccalaureate Programmes
- Perform other duties as assigned by administration, including non-instructional duties
- Supervise students' use of the library to promote a welcoming and respectful learning environment for all
- 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
- Plan, create, and coordinate proactive messaging about the activities, assets, and other stories of the University Libraries, carefully integrating them across several communication channels
- Provide professional development at the school, network and district level, at local and state conferences, on best practices in library and technology instruction
- Manage district-wide library programming projects and events
- Curate and manage digital assets, such as eBooks, online databases, and websites, to support research and learning
- Consult with and support librarians and administrators at assigned schools on matters related to school librarianship
- Support new and re-opening school libraries and other school library projects

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- Demonstrated ability to work effectively with a diverse community
 - Ability to thrive in a fast-paced and busy environment
 - Demonstrated ability to contribute effectively to collaborative projects within and outside the organization
 - This position requires Mandarin/English bilingual and biliterate competency
 - Master's Degree (MLS, MLIS, or related field strongly preferred)
 - Library and classroom teaching experience