

**MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Library/Media Specialist
Reports To:	Principal, Director of Curriculum
Position Status :	Full Time: 185 day assignment (Section 3319.07-ORC)
FLSA Status:	Exempt
General Description:	<ol style="list-style-type: none"> 1. Coordinate the District Library/Media program. 2. Provide effective instruction and support that enables students to gain knowledge, acquire skills, and develop positive learning behaviors.
Qualifications:	<ol style="list-style-type: none"> 1. Valid State of Ohio teaching/Library-Media K-12 license. 2. Bachelor's Degree from an accredited educational institution. (Advanced degree is preferred) 3. Successful experience as a teacher or library/media specialist. 4. Commitment to meeting the learning needs of all students. 5. Good health, high moral character, and good attendance record.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access classroom, office, and appropriate areas of school and District property and facilities. 2. Strong communication, organization, and interpersonal skills. 3. Able to manage the Library/Media center and collection. 4. Able to present information to individuals, small groups, and large groups in a clear and compelling manner. 5. Able to work successfully with students, other teachers, support staff, administrators, parents, and the community. 6. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 7. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Provide leadership and operate the Library/Media program in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. Develop and maintain a balanced collection of resource materials, representative of diverse perspectives in accordance with the District materials-selection process, in support of prescribed academic content standards, District curriculum guides, and approved courses of study, 3. Maintain an efficient system to classify, catalog, inventory, and circulate library/media materials. 4. Promote reading, the use of library/media materials, and the use of technology by students and staff in conjunction with the overall instructional program. 5. * Provide individual and group instruction in information skills, use of technology, research strategies, access and use of library/media resources, and independent study skills. 6. * Plan for instruction using written lesson plans and schedule the full range of operations of the library/media center. 	

7. Provide orientation and training programs for staff in the access and use of library/media materials in support of content-area instruction and research.
8. Recruit, train, and supervise library/media center staff including, support staff, student aides, and adult volunteers.
9. Work in conjunction with District staff to promote instructional services and support for special needs students in accordance with individualized education plans (IEPs) and/or other District-authorized accommodation plans.
10. Provide for individual learning needs of students and promote enrichment, support, intervention, and remediation initiatives.
11. Create a learning environment that is physically and emotionally safe and fosters use by students and staff.
12. * Maintain organization, control of student behavior and discipline, and a positive learning environment.
13. Collect necessary data, maintain records of student/staff use, and circulation of the collection, providing regular reports as requested.
14. * Maintain records as required by law, District policy, and administrative guidelines.
15. Provide budget input and administer Library/Media Center budget in accordance with District/building priorities.
16. Requisition all material, supplies, and equipment as needed to carry out program.
17. Maintain a library/media center environment that is conducive to learning and appropriate to the maturity and interests of the students.
18. Establish and maintain positive relationships with students, parents, and community.
19. Communicate and collaborate effectively with other teachers, administrators, and school/District staff.
20. * Take necessary and reasonable precautions to protect students, equipment, materials, and facilities.
21. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
22. Respond to specific requests from the Principal on matters affecting the library/media center, the instructional program, and operations of the District

Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Instill in students the belief in and practice of ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of educational issues, educational technology, and library/media-related matters.
4. Perform other job functions related to the specialist's role as assigned.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.