

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	SCHOOL LIBRARIAN / MEDIA SPECIALIST	REPORTS TO:	Principal or designee
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TRAINING

QUALIFICATIONS

- College graduate with not less than a Bachelor's Degree in library science
- Certified by the Ohio Department of Education in Media Specialist
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REQUIRED SKILLS AND ABILITIES

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

- To provide a library media program that supports the curriculum by providing resources and training so both students and teachers become independent users of information

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
 Revised:

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Evaluates, selects, and orders appropriate materials, subscriptions and equipment to supplement the curriculum, meet student needs and enhance the media center collections
2. Serves as a resource consultant for teachers, providing ideas and materials for classroom curriculum
3. Informs teachers and other staff members of the acquisition of new materials, subscriptions and equipment
4. Maintains a comprehensive and efficient system for cataloging and organizing all library and media materials, and instructs teachers and students in the use of the system
5. Instructs students on a formal and informal basis in skills related to research and information retrieval
6. Maintains accurate, complete, and correct written records as required by law, written district policy, and written district and building administrative regulation
7. Prepares, proposes and administers the media center budget and maintains up-to-date records on all budgetary transactions
8. Plans and supervises purposeful assignment for the employed adult aides, student teachers, student media center aides, and volunteers; and works cooperatively with the principal and coordinators to evaluate their job performance
9. Coordinates with other school librarian/media specialists in the district in the performance of their duties
10. Plans a program of study compatible with the curriculum that, as much as possible, meets the individual needs, interests, and abilities of the students
11. Creates a media center environment that is conducive to learning and appropriate to the maturity and interests of students
12. Implements the Library Media Center Course of Study by establishing clear objectives for all lessons and works with teachers to integrate the lessons in the classroom curriculum when appropriate
13. Employs instructional methods and available materials that are most appropriate for meeting stated objectives
14. Employs a variety of instructional techniques and educational media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved
15. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities
16. Remains current in the media profession through conferences, workshops, visitations, professional reading and classes
17. Assists in upholding and enforcing school rules, administrative regulations, and Board policy
18. Establishes and maintains cooperative relations with other members of the professional and classified staffs
19. Makes provisions for conferences with students and parents outside the instructional day when requested to do so under reasonable terms
20. Assures easy access to print and non-print resources by maintaining an accurate and efficient library automation system
21. Establishes efficient acquisition, processing and cataloging procedures
22. Supervises and directs all the activities and daily functions related to the media center program
23. Initiates, and submits to the proper administrative levels, proposals for improvement of media services
24. Cooperates with local libraries and library systems
25. Plan with teachers as cooperative partners to integrate curriculum content with resource use and information literacy skills
26. Consults with students and staff regarding their needs and interests in relation to the selection and utilization of materials and equipment

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Revised:

POSITION NO. 3.45

27. Provide library media center resources that will meet the informational, research, educational, and recreational needs of users
28. Provide for the organization, circulation, and maintenance of resources
29. Implement policies for effective use of technology through the organization of facilities and equipment, staff assistance, and as the facilitator of the technology committee
30. Use direct, formal instruction and indirect, informal instruction to teach specific skills needed for use of the library media center and technology with students and staff
31. Coordinate information retrieval for students and staff through print, audiovisual, and electronic source
32. Promote literacy and the enjoyment of reading, viewing, and listening
33. Consult with the principal, assistant principal, and faculty members to formulate and implement a mission, philosophy, goals, and objectives for the library media program
34. Analyze curriculum changes and advances in technology to meet the instructional needs of students
35. Serve as technology liaison for the school and as such assist with the inventory and attend relevant in-service sessions
36. Promote the library media center through public relations
37. Maintain an inventory of books, computers, equipment, audiovisual materials, and computer software
38. Update and maintain media center website at assigned building
39. Maintain instructional technology equipment and assist staff with its use
40. Provides additional help for students outside the classroom, but within the normal teacher school day
41. Attends and/or is willing to participate in school related after-school activities, within reason
42. Attends faculty meetings as required or requested within the normal school day
43. Completes required forms and paper work punctually and neatly
44. Enforces school rules and regulations effectively and in a supportive manner
45. Carries out in a supportive manner Board of Education policies and procedures and administrative rules and regulations
46. Serves on building or district committees as needed or requested, within reason
47. Fosters and maintains cooperative working relationships with other teachers and support service personnel
48. Supervises student teachers or field experience students as needed or requested
49. Works with and supervises volunteer aides
50. Seeks assistance, as needed or appropriate, of specialized district or county personnel:
 - a. Learning disabilities personnel
 - b. Health personnel: nurse, speech and hearing, etc.
 - c. Psychological or guidance personnel
51. Process and catalog textbooks upon arrival to high school buildings
52. Prepare books, volunteers, and Media Center facility for high school Welcome Days
53. Circulate textbooks on a daily basis as new students and community school students enroll and withdraw from the high schools
54. Handle textbook needs and requests for the high school building
55. Performs other duties as assigned

TERMS OF EMPLOYMENT	182 contract days
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