

**Wrightstown Community School District**  
K-12 Library Media Specialist  
(Job Description)

**Primary Objective**

- To provide students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth.
- To aid students in acquiring the skills needed to take full advantage of library resources.
- To provide needed support to the district's curricular and instructional programs.

**Performance Responsibilities****➤ District Leadership**

- Plan, implement and evaluate the instructional library policies and services that support the school's mission and instructional objectives.
- Evaluate and report literacy center's programming, staff, and policies.
- Oversee the classification, cataloging and organization of the information literacy center's resources for maximum accessibility and availability.
- Oversee the maintenance of the inventory of the information literacy center's materials and equipment.
- Oversee the circulation system.

**➤ Instructional Responsibilities**

- Promote appropriate conduct of students using library facilities.
- Present and discuss materials with a class studying a particular topic, on the invitation of the teacher.
- Coordinate and participate in planning and implementing an information skills continuum which includes appreciation of resources, information retrieval and utilization of resources.
- Coordinate a variety of services including class visits, individual and small group instruction.

**➤ Staff Development**

- Inform teachers and other staff members concerning new materials of interest or use to teachers and students.
- Work with teachers in planning those assignments likely to lead to extended use of library resources.
- Serve as a consultant to staff and students in order that they may be properly instructed as to materials and equipment available, their mechanical care and operation, and their educational use, as well as to help them develop and use audiovisual materials.
- Provide guidance in the use of computers and contents.
- Provide in-service training opportunities to staff, including, but not limited to staff orientation for information literacy center services and programs.

**➤ Finance**

- Prepare and administer the library media budget.
- Assist teachers in the selection and purchase of print and non-print materials, the selection and use of computer software, other instructional materials, and audiovisual equipment; and makes these materials available to supplement the instructional program.
- Consult with students, staff, and administration in evaluating, selecting and acquiring literacy center resources and equipment.

➤ Human Resources

- Recommend for selection, train and supervise other literacy center personnel.

➤ Professional Growth

- Participate actively in library media and other educational and professional associations on the local, regional, state, and national level in order to inform staff and students of new developments and trends in the field of multimedia instruction.
- Participate in departmental, faculty, curriculum and library media specialist meetings.

➤ Other Responsibilities

- Such other duties as may be determined by the administrative staff within parameters of the master agreement, Board of Education policies, state statutes and administrative rules.

**Reports To**

- Building Principal

**Qualifications**

- Certification from the Wisconsin Department of Public Instruction as a K-12 Library/Media Specialist.

**Evaluation**

- Jointly by the building principal, curriculum director and the K-12 technology coordinator.

*Adopted: March 21, 2007*

*Reviewed:*

*Revised:*