

## POSITION DESCRIPTION

<b>TITLE:</b>	Library Media Specialist - Elementary (K-5)	<b>SUPERVISOR:</b>	Building Principal
<b>DEPARTMENT:</b>	Division of Teaching and Learning	<b>CLASSIFICATION:</b>	Certified

**I. Accountability Objectives:** The library media specialist coordinates the use of the building library media center and computer lab; plans, organizes and conducts the building library media and information technology program based on the curriculum under the direction of the principal.

**II. Position Characteristics:**  
Recruited by: Executive Director of Human Resources  
Salary: On Schedule  
Length of Contract: 189 School Year Days + 5 Days (Includes 3 holidays)

**III. Position Relationships:**  
Reports to: Building Principal  
Coordinates with: Library Media Coordinator, Director of Technology, District Curriculum Administrators, and teachers.  
Supervises: Students and support staff.

**IV. Position Qualifications:**

A. Required Qualifications:  
Wisconsin certification for the position.

B. Desired Qualifications:  
Successful elementary teaching experience; school library media experience; background in instructional technology; background in curriculum development.

C. Special Requirements:  
Ability to work well with students, teachers, parents, and administrators in planning and leading the library media and information technology program.

**V. Position Responsibilities:**

A. **Leadership and Vision**

1. Participate in developing a vision for the integration of information and technology literacy.
2. Serve as the catalyst for the integration of Information Technology Literacy Standards (ITLS) into all curricular areas.
3. Support teaching staff willing to experiment with integrating technology into instruction.
4. Promote intellectual freedom and equity of access.
5. Evaluate and promote awareness of emerging technologies.
6. Participate in district library media and information technology program evaluations.
7. Participate on district and school information and technology teams/committees.
8. Serve as the technology liaison between the school and the Department of Technology.

## POSITION DESCRIPTION

### B. **Student Achievement and Accountability**

1. Implement flexible scheduling whenever possible to integrate ITLS at an authentic time.
2. Collaborate with teachers to develop and implement authentic lessons, integrating ITLS into their curriculum.
3. Assist teachers in mapping ITLS assessment for students based on local grade-level benchmarks and curriculum.
4. Assist teachers in the implementation and documentation of performance assessments for standards-based lessons.
5. Participate in curriculum development to integrate ITLS into all content areas.
6. Assist in meeting the needs of diverse learners in collaboration with classroom teachers and specialists.
7. Promote and model the effective use of instructional resources in teaching.
8. Promote a lifelong love of reading, learning and an appreciation of literature and other creative expressions of information.
9. Support classroom reading instruction and reading for academic and personal success.
10. Help students become critical users of ideas and information.

### C. **Information and Technology Systems**

1. Serve as a resource consultant and assist teachers in planning lessons.
2. Promote resource sharing within the district and beyond the district. Obtain resources and information through interlibrary loan, information networks and other sources.
3. Create, support, and maintain a library media web page, and serve as a substitute for the building secretary in maintaining the building web page.
4. Assist in researching information on the Internet for staff to use in instruction.
5. Participate in building information and technology budget decisions.
6. Troubleshoot operational problems, maintain necessary supplies and refer problems to the Technology Help Desk and technicians.
7. Participate in the planning and design of library media center and computer lab.

### D. **Staff Development and Professional Growth**

1. Promote, model, and assist teachers with the integration of ITLS competencies into classroom instruction.
2. Assist in providing training on evaluating and using informational/instructional resources and learning (technology) tools.
3. Assist in providing professional development in the integration of learning tools into instruction.
4. Assist staff with troubleshooting of hardware and software problems.
5. Participate on the school technology staff development committee.
6. Inform staff about new information resources, learning tools, and emerging technologies.

### E. **Operational Management**

1. Identify, select, order, receive, and organize resources and equipment that support the curriculum.
2. Provide flexible and equitable access to information resources and learning tools.
3. Manage the circulation/distribution of information resources and equipment.

## POSITION DESCRIPTION

4. Train, schedule, supervise and assist in evaluating library media support staff.
5. Establish policies and procedures for effective use of resources and library media support staff.
6. Assist in managing the building library media budget.
7. Withdraw obsolete and worn out resources and equipment regularly.
8. Provide an attractive, comfortable, technologically-rich learning environment.
9. Inventory library media center resources annually.

**F. Perform other duties as directed by the building principal and administration.**

---

*Eau Claire Area School District  
500 Main Street, Eau Claire, Wisconsin 54701  
(715) 852-3000 Fax (715) 852-3004*

**New:** 02/1994

**Revised:** 03/2002, 01/2010, 10/2010, 12/2014

**Location:** R:\Position Descriptions\Certified\Library Media Specialist - Elementary (K-5).doc