

North Kitsap School District #400

JOB DESCRIPTION

Library Media/Technology Specialist

Function:

Provide a library media/technology curriculum designed to implement, enrich and support the educational program of the school.

Relationship:

Reports to the building principal.

Qualifications:

1. Valid Washington State teaching certificate with learning resources endorsement.
2. Prefer Masters degree in Library Information Science or related field.
3. Prefer successful teaching experience at the appropriate level.
4. Knowledge of school curriculum.
5. Skilled in instructional technology planning, implementation, and evaluation.
6. Evidence of leadership ability, including technological innovations.
7. Commitment to continuing education in the library media/technology field.
8. Willingness to perform necessary non-teaching duties within the normal school day.
9. Evidence of ability and willingness to utilize parent/community volunteers in the instructional process.
10. Evidence of ability to work and relate positively and effectively with staff, students, parents, and community members.
11. Evidence of successful use of various strategies for different learning styles and diverse student populations.
12. Evidence of success in functioning cooperatively and productively as a team member.
13. Knowledgeable of children's literature and appropriate resources which complement the curriculum.
14. Ability to role model enthusiastic reader.

Essential Duties & Responsibilities:

1. Organize, manage and supervise the building library media center, computer lab(s), and related services.
2. Implement the district library media/technology program and work with teachers to incorporate the Washington State Essential Academic Learning Requirements.
3. Teach information and research skills and use of the library media center in conjunction with the computer lab as a routine part of study skills and research instruction; act as a resource to classroom teachers in presentations of enriched curriculum materials to students.
4. Energetically promote the use of the library media center to students as a tool to stimulate an appreciation for life-long learning.
5. Consult with staff in the use of resources to meet instructional needs and work with department chairs/team leaders to determine curriculum support materials.
6. Apply management skills to people, program, collection, and budget.
7. Provide individualized services to students and staff, such as reference and reading guidance; assist students in upper level research skills.
8. Participate in professional activities to stay current with changes in the curriculum, technology, and the library media field.
9. Consistently enforce clear, high behavioral expectations.
10. Function productively as a team member in planning, support, and providing instruction.
11. Share with other staff members the responsibility for school activities and student supervision.
12. Supervise parent/community/student volunteers and library media/computer lab support staff.

Marginal Duties & Responsibilities:

1. Assist with other related tasks as assigned by the principal.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of Board Policy on Evaluation of Support Services Personnel.

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice

DATE: 7-21-97 Revised: 12/12/05