



Job Title: **District Library Media Specialist**

Department: **Instructional Supports**

Supervisor: **Director of Instructional Supports**

Lane Placement: **Licensed Salary Schedule 206**

Schedule: **8 hrs / 206 days** Eval Group: **CTESS Ed. Specialist**

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

Under the direction of the Directors of Evidence Based Learning, the District Library Media Specialist coordinates media- and technology-related functions and activities district wide, primarily as they relate to the educational utilization of media in our elementary schools. The incumbent also provides enrichment, instructional materials, staff development, and teaching and learning resources in order to facilitate the use of media and technology in the classroom.

## **ESSENTIAL FUNCTIONS**

- Professional development and support for Secondary Media Specialists and Elementary Media Assistants.
- Manages the Destiny union catalog for library and textbook inventory and distribution.
- Actively participates in professional organizations (e.g. ULMS, UIMC, UELMA), and state and local collaborative groups. (e.g. USOE)
- Supports the development and execution of Canyons' library media vision and plan under Canyons' Academic Plan for student achievement.
- Supports IT and EBL initiatives as they relate to library media.
- Supports vertical alignment of library core curriculum K-12.
- Selects, orders, and maintains library media inventory in Canyons' elementary schools.
- Provides outstanding customer support.
- Coordinates media- and technology-related functions and activities district wide.
- Instructs students and staff in the effective use of ideas and information.
- Incorporates contemporary information literacy into day-to-day instruction.
- Advocates and promotes reading and life-long learning.
- Keeps accurate inventories of print, non-print, and technology materials and equipment.
- Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning.
- Implements an ongoing collection development and evaluation process.
- Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources.
- Establishes priorities among projects to effectively use existing resources to address multiple requests.
- Provides input in the development of district-wide and building level programs that enable students to use media and technology as learning tools.
- Investigates and disseminates information on best practices for media literacy instruction, social media pedagogy, technology integration, and sources of information on trends, research and applications related to media and technology use in education.
- Performs well as an effective teaching model, capable of seamlessly integrating media and technology throughout the curriculum.

- Provides professional development to teachers in the use of current technology to meet curriculum goals.
- Participates in the development of activities that help integrate both traditional and social media into various curriculum areas at the local and state level.
- Maintains current knowledge of media, technology, and instructional practices that relate to the educational use of social and traditional media.
- Maintains professional competence by review of appropriate literature and participation in appropriate organizations.
- Provides resource information regarding new techniques and practices that relate to the use of media and technology in the classroom and that enable students to use such as learning tools.
- Communicates with school and district personnel, parents, and community to share information about media technology and the various programs available.
- Assesses the needs and plans for new technology and communicates these to the appropriate personnel or technology committee.
- Follows ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
- Provides assistance in the selection, ordering, receiving, installing, and maintaining new equipment and software.
- Assists school personnel in securing supplies for media center, classroom and lab use.
- Recommends repairs as needed for hardware and software concerns. Supports the use of computers and other media technology in classrooms.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

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| <ul style="list-style-type: none"> <li>• This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
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### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a current State of Utah teaching certificate (and that it be maintained throughout employment in this position).
- Requires a Bachelor's degree and 1 to 3 years of experience working with students and/or school personnel.
- Master's degree and/or current certification in School Library Media preferred. Verification may be requested.
- Requires effective interpersonal skills to interact with individual and groups at all organizational levels.
- Requires the ability to interact with co-workers in both structured and unstructured situations.
- Requires the ability to effectively interact with media and technology vendors and suppliers.

- Requires the ability to write clear and concise reports and plans.
- Requires an attitude of life-long learning and a willingness to try new teaching and learning methods and techniques.
- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- Requires the ability to model best teaching practices and familiarity with the implementation of project/inquiry-based learning, cooperative learning, and student centered instructional practices.
- Requires a valid Utah Driver License.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

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Effective date: 06/11/2020