

Job Description, Media Specialist/Librarian

AR-4560.5

The media specialist/librarian shall be assigned, supervised, and evaluated by the building principal, and the duties shall include, but not be limited to, the following:

- I. Performing those applicable duties described in the teachers' job description in AR-4560.1.
- II. Evaluating, selecting, and upon the approval of the building principal, requisitioning of new library materials.
- III. Assisting teachers in the selection of books and other instructional materials.
- IV. Informing teachers and other staff members concerning new materials the library has acquired.
- V. Maintaining a comprehensive and efficient system for cataloging of all library materials and instructing teachers and students on the use of the system.
- VI. Working with teachers to develop units of instruction that involve the use of library resources.
- VII. Promoting appropriate conduct of students using library facilities.
- VIII. Helping students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
- IX. Arranging for inter-library loan of materials of interest or use to teachers.
- X. Presenting and discussing materials with a class studying a particular topic, upon the request of the teacher.
- XI. Participating in curriculum meetings.
- XII. Arranging library-related displays and exhibits used to promote interest in the use of the library.
- XIII. Counseling with and giving reading guidance to students who have special reading problems or unusual intellectual interests.
- XIV. Preparing the library budget.

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- XV. Supervising library aides and assisting them in the performance of their duties.
- XVI. Introducing students to other library resources via computer networks.
- XVII. Scheduling off-air taping of educational programs for later classroom use.
- XVIII. Scheduling, distributing, and maintaining audio-visual equipment.
- XIX. Performing other tasks and duties as assigned.
- XX. Possessing strong written and oral communication skills.
- XXI. Insures that the media center meets all state guidelines for school certification.
- XXII. Minimum physical requirements for the position.

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing				X
Walking				X
Sitting		X		
Bending/ Stooping			X	
Reaching/ Pulling			X	
Climbing		X		
Driving	X			
Lifting 25# Max.		X		
Carrying 50 ft.		X		
Manual Dexterity Tasks ¹			X	

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- ¹ Operate A-V equipment (TV, VCR, Camcorder, and recorders), and telephone. Knowledge of computers.

XXIII. Minimum educational preparation requirements.

- A. Nebraska Bachelor's degree in education, or equivalent.
- B. Holds a Nebraska teaching certificate with endorsement as educational media specialist, or equivalent.
- C. Previous successful teaching experience preferred.
- D. Ability to perform minor repairs on media equipment preferred.

XXIV. This position reports to and is evaluated by the principal(s).

Legal References:	§79-101	Teaching Defined.
	§79-501	District Boards, Hiring of Superintendent, Teachers, and Personnel.
	§79-567	Board of Education, Power to Select Officers and Employees.
	§79-804	Certification Requirements.
	Through §79-816	
	§79-1248	Schools, Written Contracts Required.
	§79-859	Professional Practices Commission.
	Through §79-871	