

## **LIBRARY MEDIA SPECIALIST**

### **JOB SUMMARY**

To select, order and organize print and non-print materials for the library media center that will reinforce the curriculum: to instruct students in the use of the library as a source of knowledge, enjoyment and inspiration, and to work with teachers in the development of library media programs to satisfy their classroom needs.

### **QUALIFICATIONS**

- All librarians shall be licensed in accordance with state law and the regulations of the Tennessee Department of Education. Such license shall be on file in the Director of School's Office prior to beginning employment
- It is the responsibility of the employee to secure a certificate and to maintain its validity. When a teacher's contract must be terminated because the teachers' certificate has lapsed or otherwise becomes invalid, the Director of School shall immediately suspend the teacher without pay pending disposition of the matter. The teacher shall be notified of the reason for the suspension and given an opportunity for a hearing before the Board
- All librarians shall demonstrate competency based on the current job assignment and performance standards as outlined in the appropriate state model for local evaluation
- Pass the required physical examination, drug screen, and background check
- Such alternatives to the above qualifications as the Principal or Director of Schools may find appropriate and acceptable

### **RESPONSIBILITIES/JOB DUTIES**

- Report to Principal
- Provide full, willing and helpful cooperation in carrying out all reasonable instructions or extra assignments which are given by the principal before, after and during the school day
- Provide instruction to the students in the areas assigned by the Board, Director of Schools, and Principal
- Collaborate with classroom teachers to provide support, resources, and facilitate use of the library to teach the Tennessee curriculum standards, to follow rules and regulations of the state and policies of the local Board, and to follow administrative procedures at the school and system level
- Maintain positive relationships with teachers, students, parent(s) and the community
- Communicate regularly with stakeholders in the school (through a variety of methods) and hold conferences with appropriate others as necessary
- Report to the Principal any reasonable suspicions related to a child's health or welfare as a result of abuse or neglect and to the appropriate state/community agency
- Participate in appropriate and required staff development sessions at the school and/or system level
- Appropriate attendance record
- Follow the appropriate complaint/grievance process: report concern to the principal first, next to the Complaint Officer for the system, the Director of Schools, and finally to the Board
- Report all accidents/injuries on the required form to the principal in a timely manner
- Properly supervise children at all times to maintain proper library environment that supports student learning
- Maintain a clean, orderly, safe library
- Maintain inventory and records databases
- Dress neatly and appropriately, according to system staff dress code
- Maintain proper library environment that supports student learning
- Provide thirty days notice of resignation so that an appropriate replacement may be found
- Perform other duties as assigned by the Principal or Director of Schools