

- I. TITLE: District Library Media Specialist**
- II. QUALIFICATIONS:**
1. Bachelors Degree with an endorsement in K-12 Educational Media.
 2. Effective oral and written communications.
 3. Skills in leadership and organization.
 4. Availability for evening classes and hours.
 5. Computer skills.
- III. REPORTS TO:** Building Principals/Superintendent
- IV. JOB GOAL:** The District Library Media Specialist should have competencies in both visual and audio-visual materials. They should have a background in educational learning theory, communication, and curriculum development. The Media Specialist, as head of the district program, must have leadership, good public relations and have administrative ability. Other duties will include assisting staff and students in the use of the media centers and being a research resource to staff, students, and community.
- V. PERFORMANCE RESPONSIBILITIES:**
1. Be a resource person to the school community.
 2. Will have the responsibility of maintaining communication with the administration in the areas of:
 - a. expenditures of funds allotted to the media program;
 - b. to keep the administration aware of special needs in the area of media, especially in the area of long range technological planning;
 - c. to assist the administration in special media needs;
 - d. status of community education.
 3. To follow the school board approved book selection policy.
 4. Will have the responsibility for the selection, organization, and processing of media materials and equipment purchased with media funds.
 5. Will be an active member of professional education organizations.
 6. Will attend workshops and classes to keep abreast of new trends in education in relation to the library media area.
 7. Will oversee and assist the Library Aide in the K-3 school.
 8. Will maintain an academic atmosphere conducive to learning in the media centers.
 9. Will assist the faculty in A.V. production by providing instruction and establishing priorities of use of equipment so that conflict in usage will be held to a minimum.
 10. To ensure that the acquisitions of the media centers meet the rules and regulations as set forth by the Nebraska Department of Education, the North Central Association of Colleges and Schools, and Loup City Public Schools, District #1.
 11. Will organize research materials as requested by the faculty.
 12. Provide library media orientation to incoming freshmen.
 13. Will be adult Learning Center Manager serving the needs of community. Members needing college guidance and class work. As Learning Center Manager, the Media professional will follow guidelines established by the Central Community College System and the contract under which the Loup City Schools and Central Community College operate under.
 14. Will provide a collection of a variety of media for curriculum support, for study and for pleasure use.
 15. Will maintain shelf lists, to keep lists current, correct and complete.
 16. Will provide current professional periodicals for the staff.
 17. Will maintain an electronic catalogue of all media resources that is digitally accessible to library users.
 18. Will keep aware of new trends in educational thought and pass on this information to the staff when pertinent.

19. Will maintain a complete and current inventory of all audiovisual equipment owned by Loup City School system.

All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION: **Regular and reliable attendance is an essential function of the job.**

TERMS OF EMPLOYMENT: 185 day contract, unless otherwise specified.

EVALUATION: Performance of this position will be evaluated according to Board policies.