

HARFORD COUNTY PUBLIC SCHOOLS

Job Description

TITLE: Library Media Specialist
REPORTS TO: Supervisor of Library Services
School Principal

POSITION SUMMARY: The school library media specialist coordinates and integrates the school library media program into the total system's instructional process.

ESSENTIAL FUNCTIONS:

These are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

*** These items apply to the Itinerant Library Media Specialist.**

1. Plans the library media instructional program.*
2. Provides supplemental services to faculty and students.*
3. Evaluates needs and the existing program.
4. Evaluates, selects, and utilizes print and non-print materials and equipment.*
5. Acquires print and non-print materials and equipment.
6. Organizes materials, equipment and facilities.
7. Maintains accurate records.*
8. Manages allocation of funds.
9. Develops and implements policies that will make maximum use of the facility.
10. Adheres to the administrative policies established by the school-based library media specialist.*
11. Teaches media skills using scope and sequence.*
12. Utilizes technology to facilitate instruction.*
13. Instructs students, groups, or individuals in appropriate use of varied computer databases.*
14. Assists with the use of the television studio and video editing equipment.
15. Operates library automation system.*

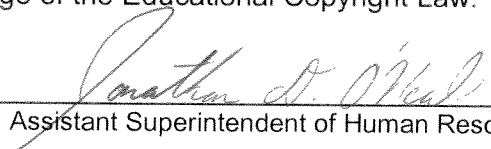
OTHER RESPONSIBILITIES:

Performs other work-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Master's degree from an accredited college or university in Library Science or Instructional Technology.
- Certification, K-12 preferred.
- Proficient in the use of Microsoft Office software.
- Knowledge of the Educational Copyright Law.

Approved: _____


Assistant Superintendent of Human Resources

Date: _____

4-26-06