Job Title: Middle School Library Media Specialist

Job Purpose: To assist students, and teaching staff with an enriching library/media center environment with a wide range of reading and other educational materials; maintains library collection at school site; develops appropriate programs for students utilizing library resources; and instructs students and others on the proper use of the library resources.

Knowledge, Skills and Abilities

- Knowledge of differentiated instruction based upon student learning styles.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Minimum Qualifications:

- Mississippi Educator Licensure with appropriate endorsement (440).
- Have met other qualifications and requirements as established by the school district.
- Bachelors degree from an accredited college or university in education discipline applicable to teaching assignment.
- Masters degree preferred.
- Successful prior teaching experience for the appropriate grade level preferred.

Reports To: Principal

Supervises: Media Library Assistant

Duties & Responsibilities

- Demonstrates prompt and regular attendance.
- Operates and supervises the media center;
- Evaluates, selects and requisitions appropriate books, aids and other supplies and equipment and maintains inventory records;
- Foster a library space that is vibrant, welcoming, and conducive to learning reading, authentic inquiry, and collaboration;
- Guide students and faculty as they seek access to information;
- Teach critical thinking skills required to locate, evaluate, analyze, synthesize, and ethically apply information;
- Support reading as a core value and an essential skill for discovery, lifelong learning, global citizenship, compassion, and joy;
• Develop and implement a program that supports classroom curriculum with resource collection/curation and information literacy instruction;
• Offer instruction and support in research skills and behaviors in support of class-work and assignments;
• Shares information with staff concerning student progress, problems and achievements as observed in the media center;
• Includes culturally diverse themes in lessons and instruction, including historical or other information as to cultures having significant impact on the world, nation or community;
• Aware and appreciates cultural diversity and the importance of communication skills reflecting sensitivity to the feeling of all persons regardless of their race, color, religion, sex, age or national origin;
• Coordinates with administrators and other teaching staff members to assist in the selection of books and other instructional materials; keeps students and teaching staff informed regarding new acquisitions for use in the media center;
• Serves as ready resource to students to provide research assistance;
• Maintains a comprehensive and efficient system for cataloguing all media center materials; assists students and teachers with the use of the system;
• Coordinates system of lending library material to students and teachers;
• Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research;
• Organizes and maintains a system for accurate and complete record-keeping and providing student information to prospective colleges and employers, as required by district procedures and applicable laws;
• Encourages parental involvement in students' education and ensures effective communication with students and parents;
• Ensures that student conduct conforms to the school's standards and school district policies, and establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the media center;
• Participates in lessons with classroom teachers;
• Develops and arranges media center displays;
• Demonstrates an awareness of students' social, psychological, emotional, and academic needs;
• Shares ideas, techniques and materials as appropriate with other staff members;
• Demonstrates willingness to offer and receive suggestions;
• Cooperates in the use and care of all equipment and materials;
• Demonstrates an awareness of the total school and district educational programs;
• Treats students with courtesy and respect;
• Keeps informed of social, political and economic developments in the school district community;
• Demonstrates an awareness of the socio-economic and ethnic makeup of the community;
• Assists with the preparation and administration of the media center budget;
• Trains and supervises media center support employees;
• Travels to school district buildings and professional meetings as required;
• Performs other job related tasks as assigned by the immediate supervisor;
• Supports the George County School District Core Beliefs and Mission.

Terms of Employment: Contract / 187 Days

FLSA Status: Exempt
**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

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