

Williams Bay School District

Position Title: Library Media Specialist

Reports to: Building Principals

Job Goal:

To provide the leadership and expertise necessary to ensure that the School Library Media Program (SLMP) is aligned with the mission, goals, and objectives of the school and the District, and is an integral component of the learning/instructional program. This goal is accomplished by:

- Ensues that students and staff are effective users of ideas and information.
- Empowers students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.
- Instills a love of learning in all students and ensuring equitable access to information.
- Collaborates with classroom teachers and specialists to design and implement lessons and units of instruction and assessing student learning and instructional effectiveness.

Required Qualifications:

- Valid Library Media Specialist certificate (901/902) or equivalent - preference given for dual 902/903 or Professional WI license.
- A master's degree from a program accredited by the American Library Association preferred.
- Preference given for experience in administering a school Library Media Center (LMC).

Performance Expectations:

- Provides the leadership and expertise necessary to ensure that the library media program is an integral part of the instructional program of the school
- Demonstrates initiative and follow through in planning and implementing media programs for students and teachers.
- Evaluates, selects, and orders learning resources that support curriculum and promote recreational reading.
- Maintains a collection that is diverse in format and content to support the learning needs of students with a wide spectrum of abilities, backgrounds, needs, and learning styles

- Assists teachers in the selection of books and other instructional materials and makes media center materials available to support and enrich the curriculum of the building.
- Informs students, teachers and other staff members concerning new learning materials the media center acquires that meet their information needs.
- Plans and supervises the distribution, storage and inventory of all media materials and resources.
- Collaborates with teachers, plans, and implements lessons which compliment subjects/skills being taught in each classroom.
- Teaches effective use of library resources and aids students in acquiring information.
- Supervise the operation routines of the media center.
- Creates and maintains an inviting, attractive physical environment within the library media center for an atmosphere conducive to learning.
- Maintains circulation statistics, and current records including overdue notices, lost books, and patron accounts
- Inventories and weeds obsolete and work materials from the collections to reflect changing curriculum needs of the building.
- On an annual basis, analyzes the media program to establish new policies and services as necessary to determine needs to update technology and materials for future growth and development.
- Using effective management principles, including the supervision of personnel, resources, and facilities, in developing and implementing program goals and objectives.
- Allocates and manages expenditures of assigned budget funds.
- Prepares and oversees library budget.
- Classifies, catalogs, repairs, and organizes library materials for maximum accessibility and availability.
- Provides access to the library media center collection through the management of an accurate and efficient circulation and retrieval system.
- Instructs and assists staff and students in use of library media resources and technology. Instructs and assists staff and students in identifying, located and interpreting information housed in the library media center.
- Makes resources available to students and teachers through a systematically developed collection within the school and through access to resources outside the school.
- Provides flexible access to the library media center within the school day to meet the needs of individuals, small groups, and large groups for research, browsing, recreational reading, viewing, or listening.
- Teaches students search strategies needed to sort through the vast array of information available via print and electronic sources and to be responsible users of information and technology.
- Sharing with the learning community collaboratively developed and up-to-date District policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use.
- Encouraging the use of instructional technology to engage students and to improve learning, providing 24/7 access to digital information resources for the entire learning community.
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- Collecting and analyzing data to improve instruction and to demonstrate correlations between the SLMP and student achievement.
- The library media specialist shall build and maintain expertise in a wide range of information issues, resources, and technology.
- Performs such other tasks as may be assigned by the District Administrator and building principals.

Terms of Employment:

Salary and work year to be established by the School Board of the Williams Bay School District.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of Board of Education's policy on evaluation of Performance for certified staff.

APPROVED: April 26, 2021