

JOB DESCRIPTION

DEPARTMENT:	LIBRARY MEDIA SERVICES
JOB TITLE:	LIBRARY MEDIA GENERALIST (elementary)
REQUIREMENTS:	
A. Education Level:	Bachelor's degree. Certification: Current, valid South Dakota teacher certificate with library endorsement.
B. Experience Desired:	Successful student teaching - classroom teaching experience or relevant library media experience preferred.
C. Physical Requirements:	Constant hand-eye, mind-eye coordination, hearing; intermittent speaking, standing, walking and writing. Frequent lifting and carrying, keyboarding and other repetitive motions.
D. Other Requirements:	Excellent oral and written communication skills. Skills in human relations, leadership and conflict management. Knowledge of teaching techniques that meet the diverse needs of students, including incorporation of media skills and technology resources into instruction. Demonstrated skills in computer data entry, word processing and spreadsheets. Basic understanding of data networks and use of technology resources including Internet searching, CD-ROM and database usage. Knowledge of video production and multimedia presentations desired.
REPORTS TO:	Building principal
RECEIVES GUIDANCE FROM:	Assistant Principal Curriculum Coordinators Library/Media Supervisor
SUPERVISES:	Educational Assistants
Date Revised:	December 1998

RESPONSIBILITIES:

A. Administrative

1. Initiates, develops and implements policies and procedures for the operation of the library media center in keeping with the school's and the school system's philosophy, objectives and needs.
2. Implements a sequence of goals for the short and long range development of the library media program.
3. Evaluates, selects, requisitions, prepares for circulation, publicizes and distributes all library materials and equipment according to district selection policies.
4. Prepares and administers the library budget in cooperation with the building staff and principal.
5. Implements an in-service program for faculty in the utilization of materials, equipment and services of the media center in keeping with building and district goals.
6. Serves as a primary building contact for technical questions or problems that may be directed to the district technical support staff or Library Media Supervisor.
7. Understands and operates automated library systems, computer network resources and audiovisual equipment.

B. Instructional

1. Uses approved District curriculum as a guide for instructional planning with teachers.
2. Prepares lesson plans which correlate with specific instructional objectives.
3. Selects instructional methods and learning activities that are compatible with content, learning styles and student abilities.
4. Develops extended and enriched activities to challenge students beyond the required curriculum.
5. Includes elements of an effective lesson in instruction.
6. Works with teachers in planning, evaluating, selecting resources and activities consistent with instructional activities.
7. Provides training and assistance on the South Dakota Library Network (SDLN) and other resources to staff and students.
8. Provides formal and informal instruction in information skills, the production of materials, and the use of information and instructional technologies.
9. Helps students to develop habits of independent library use.
10. Motivates and guides pupils in the development of reading, viewing and listening skills, attitudes and appreciation.
11. Participates at curriculum meetings.

C. Enhances Positive Student Self-Concept and Attitude Towards Learning

1. Motivates and guides pupils in the development of reading, viewing and listening skills, attitudes and appreciation.
2. Maintains a supportive and warm environment in the library media center by establishing a climate of courtesy and respect for students.
3. Uses techniques to prevent off-task behavior.
4. Maximizes amount of time available for instruction.
5. Encourages slow and reluctant students.
6. Establishes and maintains positive rapport with students and staff and avoids sarcasm and negative criticism.

D. Demonstrates Professionalism

1. Engages in continuous study and in-service activities for professional growth.
2. Participates actively in the library and other educational and professional associations on the local, regional, state and national levels.
3. Attends and participates in faculty meetings.
4. Portrays positive self-concept and attitude towards teaching.
 - a. Treats students in a professional teacher-student manner.
 - b. Displays enjoyment, humor, enthusiasm for teaching and expects students to enjoy learning.
 - c. Recognizes individual and cultural diversity of students.
 - d. Serves as a positive role model in the school environment.
 - e. Participates in school activities outside the classroom
5. Communicates with colleagues in a professional manner.
6. Completes assigned tasks.
7. Promotes the educational profession.
 - a. Serves on building or District committees
 - b. Supervises/participates in extra curricular activities
 - c. Volunteers for extra duty assignments
 - d. Participates in creative endeavors such as: innovative projects, curriculum committees
8. Communicates with parents and students.
 - a. Initiates communications with parents about student performance and/or behavior.
 - b. Conducts parent-teacher conferences in accordance with District policy and reports student progress to parents and students

E. Evaluation

1. Provides the leadership for the assessment and implementation of the goals, functions and priorities of the library media program.
2. Develops and implements a continuous evaluation plan to identify strengths and weaknesses of the library media program.
3. Assesses student needs and communicates learning expectations.
4. Evaluates and provides feedback on student progress during instruction.
 - a. Provides specific and immediate feedback related to student learning
 - b. Asks questions that are understood by students
 - c. Monitors student performance as they engage in learning activities
 - d. Solicits responses or demonstrations from specific students for assessment purposes
 - e. Reinforces correct responses/performances
 - f. Provides corrective feedback/clarifies

F. Management and Organization

1. Establishes and maintains an atmosphere in which library media staff, faculty and students meet instructional goals and information needs.
2. Organizes the library media center materials and manages students
3. Manages student behavior.
4. Complies with policies, operating procedures and requirements.

G. Performs other duties as assigned by immediate supervisor

