

# JEFFERSON COUNTY SCHOOL SYSTEM

## JOB DESCRIPTION

### LIBRARIAN / MEDIA SPECIALIST

#### Qualifications

1. Valid Teacher License with Appropriate endorsements
2. Strong written, verbal, and interpersonal skills
3. Experience in Media management preferred, but not required.

#### Essential Duties and Responsibilities

1. Develops and implements for identification, evaluation, and acquisition of library media.
2. Instruct, motivates, and assist students and staff in the use of media resources.
3. Develops and informs student and staff on library activities, facilities, and rules of service.
4. Explains and assist in the use of reference resources, periodical indexes, computerized search services and other reference resources.
5. Describes, demonstrates, and teaches the proper use of library search resources or computerized search systems.
6. Issues and receives materials for circulation to students and staff.
7. Assembles and displays of books and other media materials in a visually attractive manner.
8. Maintains subscriptions to periodicals and other media resources requiring annual renewal.
9. Selects, orders, catalogs, and classifies media materials.
10. Schedules use of library facilities with teachers, staff, and students.
11. Promotes good conduct in the library.
12. Have a planned and sequential procedure for teaching students the best and most effective use of library resources.
13. Coordinates with the school staff in special projects, promotions, and outreach efforts to encourage use of the library.
14. Assist teachers in locating resources for lesson plans and other professional resources.
15. Coordinates with the Director of Technology Services to maintain all computer equipment and software for maximum utilization.