

## **CERTIFICATED**

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### **LIBRARY/MEDIA SPECIALIST**

Primary Function: To plan and implement the library/media center's program of services to students and teachers, to formulate the library/media selection policies, and to select, organize, and administer the materials and equipment to be used in the library/media center.

Directly Responsible To: Building Principal

Directly Supervises: Selected certificated and classified library/media staff as determined by the building principal.

### **QUALIFICATIONS**

1. Education – Appropriate California Secondary credential with graduate work preferred in Library Science and/or Audio Visual instruction.
2. Experience - Evidence of successful experience in a secondary library resources center is desirable.

### **APPOINTMENT**

1. The Superintendent shall recommend candidates to the Board of Trustees for appointment.
2. The candidates shall be selected from among a list of qualified applicants selected through the medium of interview and examination procedures established by the superintendent.

### **OPERATIONAL RESPONSIBILITIES**

The Superintendent is authorized to develop a job description for the Library/Media Specialist that will define specific areas of responsibility.

### LIBRARY/MEDIA SPECIALIST

The duties of the Library/Media Specialist shall include but not limited to the following:

1. Serves as the instructional resource consultant and material specialist to teachers and students.
2. Assists in planning and providing competency-based instruction in the use of the library media center and its resources for teachers and students.
3. Provides learners with opportunities for discovery and exploration independent of and/or beyond the curriculum.
4. Assists learners as they pursue teacher-initiated activities such as automated learning sequences, independent studies, visual literacy programs, film production and graphics, and seminars and other small group activities.
5. Assists in curriculum development and implementation of personalized learning programs as required.
6. Produces media presentations in formats to meet specific needs as identified and required by teachers and students.
7. Translates information from one media form to another to meet specified objectives.
8. Designs and produces multimedia presentations to meet specified learning objectives.
9. Provides for the development of each student according to his potential, diversifying services for exceptional students.
10. Assists teachers, students, and others to produce materials which supplement those available through other channels.
11. Provides instruction in the use of the library/media center and its resources that is correlated with the curriculum.
12. Assists students to develop competency in listening, viewing, and reading skills.
13. Helps students to develop good study habits, to acquire independence in learning, and to gain skill in the techniques of inquiry and critical evaluation.
14. Guides students to develop desirable reading, viewing, and listening patterns, attitudes and appreciations.
15. Provides teachers with pertinent information regarding students' progress, problems, and achievements as observed in the Library/Media Center.