

School District of Altoona

TITLE: Library Media Center Director K-12

JOB ANALYSIS: The library media specialist coordinates the use of the building library media center (LMC) and computers within the center; plans, organizes and conducts the building library media and information technology program based on the curriculum under the direction of the principal.

REPORTS TO: Building principals

COORDINATES WITH: Technology Coordinator, Director of Instruction, professional educators

SUPERVISES: Students and support staff assigned to LMC

QUALIFICATIONS:

- Wisconsin certification, required
- Ability to work well with students, teachers, parents and administrators in planning and leading the library media and information technology program.
- Successful teaching experience, school library media experience, background in instructional technology, and curriculum development, desired

DUTIES AND RESPONSIBILITIES:

- **Leadership and Vision**
 - Participate in developing a vision for the integration of information and technology literacy.
 - Serve as the catalyst for the integration of Common Core and Media Literacy Standards, along with ISTE and NETS standards, into all curricular areas.
 - Support teaching staff willing to experiment with integrating technology into instruction.
 - Promote intellectual freedom and equity of access.
 - Assist in evaluating and promoting awareness of emerging technologies.
 - Participate in district library media and information technology program evaluations.
 - Participate on district and school information and technology teams/ committees.
 - Participate in IT PLC meetings
- **Student Achievement and Accountability**
 - Collaborate with teachers to develop and implement authentic lessons into their curriculum.
 - Assist teachers in the implementation and documentation of performance assessments for standards-based lessons.
 - Participate in curriculum development to integrate ISTE and NETS standards into all content areas.
 - Assist in meeting the needs of diverse learners in collaboration with classroom teachers and specialists.
 - Promote and model the effective use of instructional resources in teaching.
 - Promote a lifelong love of reading, learning and an appreciation of literature and other creative expressions of information.

- Support classroom reading instruction and reading for academic and personal success.
- Help students become critical users of ideas and information.
- **Information and Technology Systems**
 - Serve as a resource consultant and assist teachers in planning lessons.
 - Promote resource sharing within the district and beyond the district.
 - Obtain resources and information through interlibrary loan, information networks and other sources.
 - Create, support and maintain a library media web page.
 - Assist in researching information on the Internet for staff to use in instruction.
 - Participate in building information and technology budget decisions.
 - Participate in the planning and design of library media center.
- **Staff Development and Professional Growth**
 - Promote, model, and assist teachers with the integration of ISTE and NETS competencies into classroom instruction.
 - Assist in providing training on evaluating and using informational/instructional resources and learning (technology) tools.
 - Assist in providing professional development in the integration of learning tools into instruction.
 - Participate on the school technology staff development committee.
 - Inform staff about new information resources and learning tools.
- **Operational Management**
 - Identify, select, order, receive, process, and organize resources that support the curriculum.
 - Provide flexible and equitable access to information resources and learning tools.
 - Manage the circulation/distribution of information resources and equipment.
 - Train, schedule, supervise and assist in evaluating library media support staff.
 - Establish policies and procedures for effective use of resources and library media support staff.
 - Assist in managing the building library media budget.
 - Withdraw obsolete and worn out resources and equipment regularly.
 - Provide an attractive, comfortable, technologically-rich learning environment.
 - Inventory library media center resources according to a rotating schedule for Fiction, Non-fiction, and Reference.
- **Perform other duties as directed by the building principal and administration.**

CONTRACT: 190 days (plus 15 days extended contract)

ADOPTED: 4/6/15