
Position Title:	Library Media Center Specialist
Qualifications:	Must hold one of the following Wisconsin DPI licenses: 902; 903; 91; 92
Department:	West Salem School District Office
Reports To:	Building Principal
Prepared By:	LMC Specialists
Approved By:	Board of Education
Date:	November 24, 2008

I. Summary:

The library media specialist develops implements and interprets an effective library media program that strives to achieve the Mission of the West Salem School District. The library media specialist provides access to information and resources for all students, staff and community users.

II. Essential Duties and Responsibilities:

- A. Plans, directs, implements and evaluates the library program.
- B. Provides access to information and resources for all students, staff and community users.
- C. Prepares and administers the LMC budget.
- D. Supports the curriculum through the LMC collection.
- E. Evaluates and assesses program.
- F. Develops a research and library skills program related to the needs of the students.
- G. Acts as an instructional media consultant to staff.
- H. As a representative of the school district, you are expected to deal with the public and school employees in a courteous and professional manner.
- I. Be knowledgeable and follow all district policies.
- J. Performs all other duties as the building principal may determine.

III. Supervisory Responsibilities:

Directs and supervises library media aides, volunteers and/or LMC Para Professionals to provide quality library services to users.

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

V. Education and/or Experience

Bachelors Degree or Master's Degree based on completion of a teacher training program and a library media services comprehensive program.

VI. Certificates, Licenses, Registrations:

Must hold one of the following Wisconsin DPI licenses: 902; 903; 91; 92
Required, current AED Certification

VII. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

VIII. Mathematical Skills:

Ability to read charts, graphs and computer sums.

- IX. Reasoning Ability:
- A. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
 - B. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.
- X. Technology Skills:
- A. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
 - B. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.
- XI. Other Skills and Abilities
Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
- XII. Physical Demands:
- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - B. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
 - C. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move an object.
- XIII. Work Environment:
- A. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - B. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.