

Bismarck Public Schools
Job Description

Library Media Specialist

Qualifications:

1. Library Media Specialist credential or a plan in place to obtain this credential.
2. Valid ND teaching certificate based on a bachelor's degree with elementary, middle level, or secondary education.
3. Experience in automated library systems, current educational strategies and technologies, and administration of personnel.
4. Cybersecurity Credential or the ability to obtain this credential.
5. Must be able to lift 20 pounds.

Salary Classification: Teacher salary schedule

Reports To: Building principal

Job Goal:

To coordinate library services provided by the school(s) based on a district library plan; to collaborate with classroom teachers across the curriculum in the integration of library/technology. May serve in more than one building.

Performance Responsibilities:

1. Implement library/technology programs in assigned building(s) based on district plans.
2. Promote information literacy, reading development, and literature appreciation for students.
3. Supervise operation and maintenance of library in assigned school(s) including supervision and mentoring of library staff, administering budgets and policies, and resource sharing among other libraries.
4. Work with educators to design and teach curriculum.
5. Provide an atmosphere and environment conducive to the intellectual, physical, social and emotional development of children.
6. Communicate, collaborate, and cooperate with supervisors, colleagues, students, and community in an appropriate manner.
7. Prioritize library activities in a manner that best serves the needs of students and staff.
8. Stress curriculum integration, student achievement, and equity of access to resources and information technology tools for all students and staff.
9. Manage all cataloging procedures based on district plans.
10. Keep current on library technology services that benefit staff and students.
11. Coordinate instruction for students and staff on new information technology and associated district policies.
12. Perform other duties as assigned. Performance responsibilities and duties may change at any time depending on the needs of the district.

Terms of Employment: School year contract determined by negotiated agreement.

Evaluation: All jobs will be evaluated on a formal basis at least once per calendar year. Additional evaluation may be required at the discretion of the supervisor.