

Elementary and Middle School LRC/Media Specialist Job Description

Position Guide:

Certified Personnel

Position:

Elementary/Middle School LRC/Media Specialist

Description:

Partner in student learning experiences that integrate best practice for research, information fluency, and technology as well as creativity, communication, collaboration, and critical thinking. LRC/Media Specialists lead the school community in designing, promoting and encouraging a culture of learning, creating, inquiry, reading, and digital citizenship.

Reports to:

Associate Director of Instruction

Position Summary:

The Learning Resource Center (LRC) /Media Specialist serves the community by providing a resource-rich environment for student learning and knowledge creation. Integration of best practice for research, information fluency, and technology is achieved through collaboration and curriculum advancement to meet the needs of today's learner. The LRC/Media Specialist fosters positive relationships with students, staff and the greater school community to create a culture of lifelong learning, reading, and digital citizenship.

Qualifications:**Required:**

- Professional Educator License
- License Endorsements: Media, Library Information Specialist or Technology Specialist

Preferred:

- Minimum of 3 years of successful teaching experience
- Current Google Educator Certification
- Master's Degree in Instructional Technology or Library Science

ROLES AND RESPONSIBILITIES**LEADER**

- Provides staff development opportunities in a variety of formats to support building goals and district initiatives
- Shares expertise with faculty, parents, and other stakeholders (faculty meetings, parent meetings, PLCs, or school board meetings)
- Actively participates on various building and district teams/committees
- Remains current in professional practices and developments, information technologies, and

educational research applicable to library media programs

- Collecting and analyzing data to improve instruction and to demonstrate correlations between the SLP and student achievement
- Encouraging the use of instructional technology to engage students and to improve learning, providing 24/7 access to digital information resources for the entire learning community
- Advocating for school library programs and the guiding principles of the school library profession; the LRC/Media Specialist is an active, accessible, and informed proponent of the school library profession by:
 - advocating, communicating, and promoting opportunities to improve the profession
 - maintaining timely communication to stakeholders (school and library website, parent newsletter, e-mail, social media, or other formats, video/audio streaming, and on-demand video/podcasts)
 - using local, state, national, and international school library data and research to engage support
 - maintaining effective public relations
 - demonstrating a commitment to maintaining intellectual freedom
 - promoting the ethical use of information

INSTRUCTIONAL PARTNER

- Encourages students to read widely, encompassing a variety of viewpoints and genres, and for a variety of purposes
- Participates in the curriculum development process at both the building and district level to ensure that the curricula include the full range of literacy skills (i.e. information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners
- Coaches colleagues in designing, implementing and reflecting on instruction for the purpose of integrating information literacy skills and technological competencies into all content areas
- Collaborates with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness
- Implements best practices through collaborating, co-teaching and flexible scheduling
- Creating an environment that is conducive to active and participatory learning, inquiry, resource-based instructional practices, and collaboration with teaching staff

INFORMATION SPECIALIST

- Evaluates, promotes, and uses existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, and communicate with students and teacher
- Educates the school community on copyright, privacy, and acceptable use
- Provides professional guidance in the selection of district educational resources as an LRC team and as individual members of curriculum committees
- Informs students and colleagues on digital literacy and ethical use of information
- In accordance with district policy, curates a resource-rich environment appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community
- Collaborates and networks with other libraries, librarians, LRC/Media Specialists, and agencies to provide access to resources outside the school

TEACHER

As a teacher, the LRC/Media Specialist empowers students as creators capable of producing learning that

reflects creativity, critical thinking, collaboration and communication. The LRC/Media Specialist encourages students to become enthusiastic readers, skillful researchers, and ethical users of information. The LRC/Media Specialist supports students' success by guiding them in:

- reading for understanding, for exposure to a diversity of viewpoints and genres, and for pleasure
- using information for defined and self-defined purposes
- building on prior knowledge and constructing new knowledge
- embracing the world of information and all its formats
- working with peers in successful collaboration for learning
- constructively assessing their own learning and the work of their peers
- becoming self-reflective

PROGRAM ADMINISTRATOR

- Trains, assists, and monitors LRC Assistants, student assistants, and volunteers
- Provides reference and advisory services to assist in locating, evaluating, and using information and encouraging independent reading
- Creates an environment that is conducive to active and participatory learning
- Establishes processes and procedures for selection, acquisition, cataloging, circulation, resource sharing, etc. that assure appropriate resources are available when needed
- Prepares, justifies, and administers the library media program budget to support specific program goals
- Creating and maintaining in the school library a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning
- Arranging for flexible scheduling of the school libraries to provide student accessibility to staff and resources at the point of need
- Ensuring equitable physical access to school library facilities by providing barrier-free, universally designed environments.
- Promotes reading and library use as a life-long learning skill
- Provides technology support for students and staff, as appropriate

This is not an exhaustive list of all of the responsibilities of an LRC/Media Specialist. Additional tasks may be assigned, as necessary.