



# Jersey Community Unit School District No. 100

100 Lincoln Ave., Jerseyville, IL 62052

618-498-5561

## Job Description

<b>Position:</b>	<b>Library/Media Information Specialist</b>
<b>School Year:</b>	<b>2023-24</b>

### Job Summary

The media specialist provides each student with an enriched environment containing a wide variety and range of materials that will invite intellectual probing, growth, aids all students in acquiring the skills needed to take advantage of the library and media center resources, and creates library spaces that are aesthetic and welcoming to all staff, students, and families. The media specialist works under the supervision of the building principal and Director of Curriculum.

- Working hours will be 8:00 a.m. to 3:30 p.m. The schedule is subject to change with district demands.

### Duties

1. Provide a variety of media materials and services appropriate to the instructional needs of staff and students.
2. Preview, select, and direct the ordering and processing of new acquisitions to the library collection, according to District Policy, including, but not limited to periodicals, reading counts, materials and equipment for faculty.
3. Answer inquiries promptly and courteously including processing and distributing emails and district mails.
4. Prepare and balance the library budget based on established goals.
5. Prepare and submit necessary reports, records and statistics for the library/media center.
6. Works with the IT Department to troubleshoot equipment issues and repairs. Sees that equipment and materials are replaced and purchased as needed. Maintains appropriate inventories for equipment and materials.
7. Attend mandatory in-service training and stay abreast of new innovations related to the libraries/media centers.
8. Annually develop and suggest goals and improvements for professional growth and development. Works with the Curriculum Director and library paraprofessionals to create the goals and develop plans for future school years.
9. Process and loan materials to faculty including magazines, audio, books, videos, and equipment.
10. Oversee the collections of books/textbooks and properly stamp them to be sent to the bindery.
11. Assist Curriculum Director, Digital Coaches, Teachers, and Reading Interventionists to maintain materials for American Reading Company curriculum or other curriculums that utilize library resources.
12. Oversee paraprofessionals that are assigned to the library that will be working in various school buildings.
13. Review and assist writing grants and applying for grants.
14. Work cooperatively with other faculty members to share resources and assistance as needed.
15. Communicate with students, parents, and staff in an acceptable and courteous manner.
16. Enforce school regulations and policies in a professional manner.
17. Perform other duties as assigned.

## Physical Demands

The candidate must be able to lift and carry up to 20 lbs. And push/pull up to 10 lbs.

## Minimum Qualifications

1. Must hold an Illinois Professional Educator's License valid for the grade levels to be served, and an endorsement in (or be seeking an endorsement in) library information specialist, media specialist, or library science. <https://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx>
2. Must be familiar with the use of computers and basic knowledge of Google platform (Gmail, Google Docs, etc.)
3. Ability to communicate with students, parents, and staff in an acceptable and courteous manner.
4. Excellent oral and written communication skills to work with teachers, education support personnel, building administrators, and the general public.
5. Ability to maintain good working relationships with fellow employees and pupils.

## Disclaimer

*The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

## Coaching Opportunities

There may be coaching opportunities for the selected candidate.

## Application Procedures

Candidates are invited to apply by submitting the following information digitally to **Lisa Schuenke, Director of Finance and Human Resources**, at [lisa.schuenke@jersey100.org](mailto:lisa.schuenke@jersey100.org):

### Internal Candidate

- Formal letter of interest

### External Candidate

- Formal letter of interest
- Resume
- Three letters of reference
- [Employment Application](#) (Not applicable for long-term subs)

***(Educators / Coaches - Include all items below that apply)***

- Proof of Licensure in the State of Illinois as an educator *(Teachers, Paraprofessionals)*
- Unofficial transcripts *(Teachers and Paraprofessionals Only)*  
*(Applicant should have official transcripts sent from the institution when requested by District)*
- ASEP Certification *(Coaches Only)*

**Jersey Community District No. 100 offers a competitive salary and benefits package, including many professional development opportunities and an instructional climate that is second to none. An FBI fingerprint/background check will be required of all candidates who are hired.**

*Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organization that have entered into agreements with Jersey Community Unit School District No. 100 are hereby notified that our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws. Any person who is unable to resolve a problem or grievance arising under Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and other federal laws and regulations may contact the Office for Civil Rights. Any person having questions regarding the above is directed to contact Jersey Community Unit School District No. 100, Non-discrimination Liaisons, Mr. Alan Churchman or Mrs. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.*

12/7/2022