

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**  
**1200 South Dunton Avenue**  
**Arlington Heights, Illinois 60005-3122**

**Job Description**  
**Library Media Specialist**

**Purpose:**

The job of Library Media Specialist was established for the purpose/s of developing, promoting and implementing a program that will help prepare students to be effective users and producers of ideas and information in the 21st century. In addition the Library Media Specialist promotes a culture that fosters an appreciation of literature and nurtures lifelong independent reading.

**Reports to:**

The Library Media Specialist is under the direct supervision of the building administrator and must also respond to requests from the Assistant Superintendent for Student Learning.

**Essential Functions**

**Program Administrator**

- Administers the library media program, developing policies and procedures for the purpose of assuring efficient operation and services.
- Accommodates a variety of teaching and learning styles and the unique aspects of the learning community it serves for the purpose of providing a positive student-centered environment.
- Works with school staff to develop a schedule for the purpose of providing effective use of the library by individuals as well as groups (large and small).
- Prepares and administers the LMC budget for the purpose of building the collection, maintaining subscriptions, and supporting library programming.
- Develops and maintains a relevant collection of fiction and nonfiction in a variety of formats for the purpose of supporting the curriculum and engaging students while exposing them to an array of ideas, cultures, and perspectives through quality literature.
- Supervises the regular inventory of the library collection and weeds obsolete and worn materials on an ongoing basis, for the purpose of maintaining an up-to-date collection.
- Expands access to information through the use of online resources for the purpose of providing access to electronic resources 24/7.
- Participates in curriculum development on building and district levels for the purpose of supporting building and district-wide initiatives.
- Supervises and assists in the evaluation of LMC support staff for the purpose of ensuring the fulfillment of their essential functions.
- Works with parents, teachers, students, administrators, and community members for the purpose of supporting and enhancing learning.
- Maintains circulation and collection records, providing regular reports as needed for the purpose of providing accurate and up-to-date access to the collection and analyzing patron usage.
- Evaluates the Library Media Program through regular surveys for the purpose of improving services.

**Instructional Partner**

- Collaborates with classroom teachers and colleagues for the purpose of integrating critical thinking skills, information literacy, and technology skills into the grade level curriculum.
- Collaborates with classroom teachers in designing, implementing, and evaluating instruction for the purpose of integrating 21st century skills in the content area curriculum.
- Communicates with classroom teachers and students virtually and face-to-face for the purpose of sharing information and ideas.

**Teacher**

- Develops lessons that empower students to become critical thinkers who can comprehend, analyze, and evaluate text in both print and digital formats for the purpose of addressing multiple literacies.

- Teaches the ethical use of information and promotes the social interchange of ideas for the purpose of developing responsible digital citizens.
- Actively promotes reading and library use through such activities as storytelling, book talks, displays, reading programs, and special events for the purpose of motivating and encouraging independent reading for pleasure and understanding.
- Provides reference and readers' advisory services to all students for the purpose of locating information and encouraging reading across all genres.
- Updates instructional and library-related professional skills through attending conferences and/or participating in continuing education opportunities for the purpose of staying abreast of best practices in school library programming.

### **Information Specialist**

- Provides staff development opportunities in the use of information resources in a variety of formats throughout the curriculum for the purpose of connecting students and staff to quality resources.
- Informs students and staff of the arrival of new materials for the purpose of promoting the use of new resources.
- Serves as the staff resource on library-related issues such as copyright and intellectual property for the purpose of promoting the ethical use of information.
- Maintains a professional collection for the purpose of providing current professional resources to staff.
- Creates and sustains an environment that promotes free inquiry and a broad range of ideas for the purpose of exposing students to divergent opinions and perspectives.
- Leads staff in the use, integration and evaluation of educational technology for the purpose of selecting and promoting technology tools to enhance learning.
- Uses technology tools to connect the school with the global learning community for the purpose of deepening students' understanding of the world around them.

### **Leader**

- Networks with other professionals through participation in local, state, and national organizations for the purpose of collaboration and professional growth.
- Listens to and acts upon ideas from peers, teachers and students for the purpose of enhancing LMC services.
- Demonstrates knowledge of the challenges and opportunities facing the profession for the purpose of advocating for excellence in LMC programming.
- Participates in ongoing professional development for the purpose of staying current with best practice in school library media programming.

### **Other Functions**

- Supports the implementation of MAP testing.
- Coordinates school-wide global awareness/service-learning opportunities.
- Assists with the closed circuit daily news broadcast.
- Records school fine arts programs and other special events.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Minimum Qualifications:**

#### **Education and Certification:**

- Possess a valid Illinois Teaching Certificate endorsed for Library Media (Type 10, Type 03, Type 09)
- Possess a Masters Degree in Library Information Science (preferred)

Specific skill-based competencies required to perform the functions of the job include:

- troubleshooting Mac computers and networked printers;
- operating standard office equipment including using pertinent computer software, preparing and maintaining accurate records; and proper English usage, grammar, spelling and punctuation.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- automated library systems, i.e. Alexandria;
- children's and young adult literature;
- information literacy skills;
- effective practices in designing student research;
- research models, i.e. Big 6 or the Independent Investigation Method; and
- use of Web 2.0 tools.

Specific ability-based competencies required to satisfactorily perform the functions of the job include the ability to:

- apply current educational research and theory to instructional program;
- plan and implement lessons based on school objectives and the needs and abilities of students;
- establish and maintain effective working relationships with diverse groups, i.e., students, staff, and parents;
- present information in oral and written formats;
- adapt to changing work priorities;
- communicate effectively with diverse groups in English, both orally and in writing, displaying tact, patience, and judgment;
- maintain confidentiality;
- meet deadlines and schedules;
- work as part of a team;
- work with detailed information/data

**Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% standing. This job is performed in a generally clean and healthy indoor environment with work inside about 95% of the time and work outside about 5% of the work schedule.

**Employee Group:** Arlington Teachers' Association

**FLSA Status:** Exempt

**PHYSICAL DEMANDS**

**Strength and Endurance**

Lifting	Occasional – less than 33%
Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%

**Mobility**

Standing	30%
Walking	20%
Sitting	50%

**Coordination**

Stooping	Seldom – less than 5%
Kneeling	Seldom – less than 5%
Crouching	Seldom – less than 5%
Crawling	Seldom – less than 5%

**Upper Extremity**

Reaching	Constant – more than 66%
Handling	Constant – more than 66%
Fingering	Constant – more than 66%
Feeling	Constant – more than 66%

**Climbing and Balancing**

Climbing	Seldom – less than 5%
Balancing	Seldom – less than 5%

**Sensory – Talking**

Ordinary	Constant – more than 66%
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**Sensory – Hearing**

Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%

**Sensory –Vision**

Acuity – Near	Constant – more than 66%
Acuity – Far	Frequent – less than 66%
Depth Perception	Constant – more than 66%
Color Vision	Constant – more than 66%
Field of Vision	Constant – more than 66%

**ENVIRONMENTAL CONDITIONS**

**Temperature and Moisture**

Extreme Cold	Seldom – less than 5%
Extreme Heat	Seldom – less than 5%
Wet/Humid	Seldom – less than 5%

**Noise and Vibration**

Noise	Constant – more than 66%
Vibration	Seldom – less than 5%

**Hazards**

Mechanical	Seldom – less than 5%
Explosive	Seldom – less than 5%
Electrical	Seldom – less than 5%
Radiation Exposure	Seldom – less than 5%
Burn Exposure	Seldom – less than 5%
Other Hazards	Seldom – less than 5%

**Atmospheric Conditions**

Fumes Exposure	Seldom – less than 5%
Mists Exposure	Seldom – less than 5%
Odors Exposure	Seldom – less than 5%
Gases Exposure	Seldom – less than 5%
Dust Exposure	Seldom – less than 5%
Other Atmospheric	Seldom – less than 5%

**Protective Clothing and Devices**

Not Applicable

**Work Environment**

Inside	95%
Outside	5%