PROVIDENCE SCHOOL DEPARTMENT
JOB DESCRIPTION

TITLE:	**WORK YEAR:**
Library Media Specialist	181 days
REPORTS TO:	**DIRECTLY SUPERVISES:**
Building Administrator	N/A

(Summary) JOB DESCRIPTION

Under direction of the school principal and/or appropriate supervisor, plans and administers the school's library media services to students. Communicates the school's library media program to parents, faculty, staff and community. Plans for and provides instruction to student and staff on the use of the library media center.

EDUCATION TRAINING AND EXPERIENCE:

Bachelor's degree in applicable field of education from an accredited college or university

CERTIFICATE / LICENSE REQUIRED:

Certificate required by the Rhode Island State Department of Education. Current Rhode Island Teacher Certificates in the appropriate subject area and level. Library Media Specialist Certificate PK-12

DESCRIPTION OF DUTIES, RESPONSIBILITIES AND CURRICULAR LINKAGES:

1. Provides instruction based on and integrated with district objectives, utilizing school library media curriculum and learning resources
2. Participates in district and school-based professional development activities
3. Collaborates with school personnel and/or parents to coordinate the delivery of library media services to students
4. Teach information literacy skills that enable students to complete instructional tasks and explore personal interests
5. Selects appropriate variety of materials for a well balanced library media program
6. Develops and maintains positive and cooperative interactions and communications with parents, colleagues and community
7. Provides information services and resources to assist staff in their knowledge and educational trends, developments, techniques, research and evaluation
8. Organizes and maintains an attractive library media center environment

MINIMUM QUALIFICATIONS STANDARDS

1. Demonstrated proficiency with PC-based computer applications, Microsoft Office applications, e-mail, Web applications, and industry-specific technology

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DATE(s) CREATED:	**DATE(s) REVIEWED:**	**DATE(s) REVISED:**
05/19/2009	00/00/0000	00/00/0000
FILE NAME:		
Library Media Specialist		