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**TITLE:** LIBRARIAN/MEDIA SPECIALIST

**TITLE OF SUPERVISOR:** Principal

**SUPERVISES:** Library Aide(s), Student Assistants

**DEPARTMENT:** Elementary/Secondary

**QUALIFICATIONS:** As set by state certification authorities

**TERMS OF EMPLOYMENT:** The work year is nine (9) months. Salary to be in accordance with current schedule.

**EVALUATION:** Performance of this job will be evaluated by the Principal.

**GENERAL RESPONSIBILITIES:** Provides each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth, and aids all students in acquiring the skills needed to take full advantage of library resources.

**DESCRIPTION OF DUTIES:**

1. Evaluates, selects, and requisitions new library materials.
2. Assists teachers in the selection of books and other instructional materials.
3. Informs teachers and other staff members of new materials the library materials, and instructs teachers and students on use of the system.
4. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
5. Promotes appropriate conduct of students using library facilities.
6. Helps students develop habits of independent reference work and develop skill in the use of reference materials in relation to planned assignments.
7. Presents and discusses materials with classes studying a particular topic, on the invitation of the teacher.

**Telephone #: (662) 827-2276 Fax #: (662) 827-5261**

8. Participates in curriculum meetings, staff development, in-service, etc.
9. Counsels with students and gives reading guidance to those who have special reading problems or unusual intellectual interests.

Librarian/Media Specialist

10. Arranges frequently changing, book related displays and exhibits likely to interest the library's patrons.
11. Organizes, maintains and disseminates all library materials and audio-visual hardware/software.
12. Works within a prescribed budget to maintain adequate library services.
13. Formulates required inventories and reports.
14. Supervises library aides in the performance of their duties, where applicable.
15. Assists instructional personnel in the use of audio-visual equipment.