

**Library Media Specialist – Elementary School  
School District Job Description**

Position Title: Library Media Specialist - Elementary

Department: Instruction

Reports To: Principal

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**SUMMARY:**

Coordinates all aspects of the media center. Ensures that the media center is able to support instructional efforts of all staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Other duties may be assigned.)

- Establishes and maintains a check-out system for all library materials.
- Stamps and labels all materials for circulation
- Maintains a schedule for the use of materials.
- Collects overdue fines and maintains financial reports of the media center.
- Collects payments for damaged or destroyed books.
- Keeps track of where books are located and maintains a computer database for such.
- Maintains master card file for books and audio-visual equipment.
- Maintains and secures repairs for audio-visual equipment.
- Maintains accurate and up-to-date computer card catalog, shelf lists, and circulation records.
- Reserves electronic equipment and maintains inventory for staff.
- Catalogs all instructional resources.
- Provides guidance and supervision to parent volunteers.
- Inventories all materials annually and completes related reports.
- Handles media center copying needs.
- Orders books and all materials.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_

- Assists teachers with research projects.
- Coordinates STARR testing of all students and assists teachers with Accelerated Reader testing.
- Teaches each classroom one 30-minute period each week in the media center.

**SUPERVISORY RESPONSIBILITIES:**

None

**EDUCATION and/or EXPERIENCE:**

Masters degree in library science.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Library Media Specialist Certificate.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

**TERMS OF EMPLOYMENT:**

Nine+ month employee. Salary to be established by the Board of Education.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_