



TITLE: Librarian/Media Specialist-EMS/WMS

QUALIFICATIONS:

- Bachelor's Degree
- Valid professional Tennessee teacher's license with appropriate certification.
- Experience in the area assigned preferred.
- Knowledge of instructional methods appropriate for students at the respective grade level.
- Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals.
- Ability to organize tasks and manage time to meet many and varied deadlines; manage small and large groups of students in a classroom environment; and communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics that may be sensitive.
- Outstanding written and verbal communication skills
- Excellent interpersonal and presentation skills

JOB GOAL: To assist in the identification, evaluation, acquisition, production, organization, and coordination of the school's resources. To motivate, instruct, and assist students in the effective use of the media center and to maintain a climate conducive to learning.

ESSENTIAL FUNCTIONS or DUTIES:

- Maintains the Makerspace for personalized learning using resources such as computers, audio and video capture and editing tools, and traditional arts and crafts supplies
- Plans, arranges, and utilizes space in the library media center to effectively support the objectives of the library media program and the instructional program
- Recommends to the principal the selection of student and volunteer media center assistants



- Supervises and evaluates students and volunteers
- Assigns and supervises the job duties of the library assistants
- Maintains media center financial records and prepares periodic budget reports and prepares statistical records and necessary written reports
- Selects, receives, and organizes books, multimedia, and other materials and equipment
- Maintains supplies
- Establishes and maintains positive rapport with students
- Implements a classroom management policy that fosters a safe and positive environment for all students and staff

PHYSICAL DEMANDS:

This job may require lifting objects that exceed 20 pounds, with frequent lifting and/or carrying objects weighing up to 10 pounds.

Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

CAPACITY AND ABILITY REQUIREMENTS:

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand the meanings of words and the ideas associated with them.
- *Numerical:* Ability to perform arithmetic operations quickly and accurately.
- *Manual dexterity:* Ability to move the hands and fingers easily.

REPORTS TO: Principal

FLSA: Exempt



TERM: 200 Days

SALARY: Teacher Salary

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.