

# **Rangeley Lakes Regional School**

## **Job Description**

**TITLE:** **School Librarian/ Media Specialist**

### **QUALIFICATIONS:**

- BA/BS degree
- MLIS degree or 36 graduate hours towards MLIS degree
- Experience managing a school library/learning commons
- Valid CHRC and fingerprints
- Valid Maine State Library/Media Specialist Certificate (071) or conditional certificate

**REPORTS TO:** Superintendent/Principal

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

#### Collection Management

- Evaluate, select and order resources for students and staff
- Deliver library/media curriculum outcomes to students in partnership with other teaching and support staff
- Enhance equitable access to digital, multimedia and print resources to foster the infusion into the learning environment
- Coordinate interlibrary loan requests from staff and students with Rangeley Public Library
- Plan, implement and review age/grade relevant media and programming to support literacy
- With support of administration, review and respond to material challenges in accordance with policy IJJ.
- Review, weed and discard items in accordance to Board approved collection management plan
- Inventory the physical space on regular basis to establish new policies and services, technology needs and materials as necessary
- Prepare and submit annual library/media center budget
- Re-shelve materials
- Provide annual reports to administration and School Board on circulation statistics, programming and library use.
- Student and staff account management for ILS.
- Catalog new materials
- Invoice students/parents for missing library materials.
- Develop and maintain a written long-range plans for the library media services and integrates the activities designated in the plan into the school curriculum.

### Curriculum Support

- Assist teachers in the selection of books and other instructional materials and make library/media center materials available to support and enrich the building curriculum.
- Collaborate with staff in planning assignments
- Provide reader's advisory for all students PK-12 and staff and work to foster a life-long love of reading
- Translate curriculum needs into library media programs goals and objectives.
- Plan and teach digital citizenship curriculum to grades 4-10

### Community Collaboration

- Collaborate with Rangeley Public Library and other regional, state and national school libraries as needed
- Coordinate student enrichment experiences (plays, performances, speakers, guest readers author/artist in residence, etc.)
- Participate in professional development to keep abreast of innovative teaching methods and new instructional strategies.

Other duties as reasonably assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervise students aides community volunteers, and student in the library space.

### **QUALIFICATION REQUIREMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general industry periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups of parents, colleagues, and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **OTHER SKILLS AND ABILITIES**

Ability to apply knowledge of current research and theory to instructional programming; ability to plan and implement lessons based on age group, grade level, classroom objectives, school vision and mission, and the individual needs and abilities of students as assigned. Ability to establish and maintain effective relationships with students, peers, and families; skill in oral and written communication. Ability to learn and navigate existing software programs, including, but not limited to PowerSchool, Alexandria, Sora/Overdrive, Microsoft Office (specifically Excel), Google Docs (specifically Sheets), and other programs as deemed necessary; skill to evaluate technology on an annual basis to ensure it meets the needs of the library and users.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit and squat low. Occasionally, the employee will bend, twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50lbs.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK YEAR:** As established per teacher's contract.

**EVALUATION:** Every three years

The information contained in this job description is more compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

ADOPTED: AUGUST 2020; REVIEWED: 2.6.2024