

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 2.03**

**Position Title:** Library Media Specialist

**Reports To:** Building Principal

**SUMMARY**

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

**QUALIFICATIONS/REQUIREMENTS**

The library media specialist will have at least a Bachelor of Science or a Bachelor of Arts Degree in Education and a certification in Library Science. Experience as a classroom teacher is desired. Experience as a librarian is desired. Master level coursework completion in Library Media Science is desired.

**ESSENTIAL JOB DUTIES**

- The library media specialist collaborates with teachers in planning instruction to integrate LMC resources and services into the classroom curriculum as scheduling permits.
- Encourages collaboration with teachers to plan and participate in instructional and assessment activities.
- Participates in curriculum study and revision as needed.
- Participates in faculty meetings and all appropriate school functions.
- Maintains current knowledge related to educational research, trends, methods, and materials.
- Implements a district K-12 information literacy curriculum is implemented across all content areas.
- Collaboratively implements the literacy curriculum that ensures student can access information efficiently, effectively, and evaluate information critically and competently.
- Participates in reviewing and revising literacy goals based on school and student data and needs assessment.
- Acquires resources to support and complement the information literacy curriculum.
- Establishes a library media program is established which offers access to a full range of information and reading resources and services ensuring that all students have access to resources for student achievement.
- Provides resources that support the curriculum of the school.
- Selects with input by students and faculty.
- Evaluates, acquires, and promotes print and electronic resources.

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- Ensures that students have access to electronic resources in the LMC, throughout the building and/or outside the walls of the school as defined in the state's school library media standards publication.
- Participates in resource and service sharing with community agencies.
- Supports and encourages reading by providing resources of high interest, in various formats and reading levels in the LMC.
- Conducts events and activities that encourage independent reading.
- Catalogs, classifies, and circulates materials by electronic means and properly maintains the accuracy of the electronic catalog.
- Conducts an annual inventory of cataloged materials
- Provides access to resources and services to all patrons throughout the school day, before and after school.
- Creates and maintains an atmosphere conducive to effective library use and the promotion of reading and resources.
- Completes an annual evaluation of the LMC Program.
- Sets goals and makes budget projections and communicates to the building principal on an annual basis.
- Communicates the mission, goals, functions and impact of the LMC program to all stakeholders.
- Utilizes collection-analysis techniques targeting instructional needs, aged and/or damaged resources, cultural diversity, and equity to review for strengths and weaknesses of the LMC collection and to guide new purchases. Implement a long range Collection Development Plan communicated to the building principal.
- Use the criteria outlined in the state's library media standards publications to evaluate the collection and complete the CORE Data reports on LMC resources.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other appropriate school-related duties as assigned by the principal.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

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**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with the current salary schedule and District Policies. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with District policy on evaluation of instructional staff.