



Morgan County R-1 Schools

701 N Oak, Stover, MO 65078

Phone: (573) 377-2217 Fax: (573) 377-2211

“The Bulldog Way”

Striving for the Best, We Rise Above the Rest

Job Description

TITLE: INFORMATION LITERACY SPECIALIST

QUALIFICATIONS:

1. Degree in Education
2. Missouri Teaching Certification
3. Library Media Specialist Certification
4. Credentials File
5. Regular Attendance

REPORTS TO: Building Principals

JOB GOAL: The Media Specialist will be an extension of the schools instructional and literacy program; promoting information literacy across the curriculum and providing media and technology services to meet student and faculty needs.

PERFORMANCE RESPONSIBILITIES:

1. Providing users (students and/or staff) information literacy instruction, training to become self-reliant users of information resources and technology including ethical use, and reading guidance and motivation through literacy lessons
2. Collaborate in the design and delivery of curricular instruction (information literacy skills)
3. Access to resources which support classroom instruction. (Emphasis put on various Literature genre)
4. Knowledge of the availability of appropriate library materials
5. Use of interlibrary loan to access needed materials not in the building collection
6. Assistance with location and access of sources and information within sources, including Internet
7. Circulation of library resources, through check in, check out, shelving, holds, etc.
8. Developing and maintaining the library program including: selecting, ordering, processing, cataloging, inventorying, weeding or removing, and repairing
9. Maintaining patron records including maintaining up-to-date patron data base, notifying students and staff of overdue materials, collecting fees for damages and lost books
10. Maintaining professional resources for teachers and involving them in purchasing decisions
11. Developing and administering budget
12. Assessing and guiding the development of the district library services program through completion of state report as well as observations of the teacher librarian
13. Fostering an atmosphere which encourages student and faculty usage
14. Develops, administers, and manages programs and facilities for the use of information resources and technologies.
15. Promotes the appropriate use of online resources
16. Provides leadership in collaborative planning for school technology, resources, and needs.
17. Collaborating with classroom teachers on units or assignments that utilize information technology resources;
18. Assisting staff and students with strategies for intellectual access to information and ideas for learning (finding, judging, and using information) that they can use within and beyond school settings;
19. Providing information and instruction in areas of information literacy, the Research Cycle, Acceptable Use Policy, ethics, intellectual property and copyright, and use of instructional educational technologies;
20. Promoting the integrated use of technology as a learning tool;



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Program Administration:

1. Develops short and long-range goals to guide the development of the library program.
2. Promotes the library media program, services, and its materials by maintaining a positive relationship with students, staff, and community.
3. Develops and implements policies and procedures to accommodate a “mixed” environment with some classes scheduled for regular times and flexible access for staff and students when students are free to come and go from the library as needed.
4. Works with administration and staff to implement a technologically advanced facility and program.
5. Evaluates library media programs, services, facilities, and materials to ensure optimum use.
6. Prepares and oversees a library media program budget which reflects the needs of the entire school community.
7. Selects, trains, and supervises clerical support, student assistants, and adult volunteers.
8. Maintains and enhances professional knowledge in technology and trends in information literacy by participating in professional organizations and activities which relate to the library media program and technology

PHYSICAL DEMANDS: Be able to move around the media center and lift up to 25 pounds to shoulder height. TERMS OF EMPLOYMENT: Basic annual contract plus 5 extended contract; compensation as per adopted salary schedule.

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by Principals.