

# **406.01R3 Job Description, Media Specialist/Librarian**

Friday, August 11, 2023

## **Job Description, Media Specialist/Librarian**

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The media specialist/librarian shall be assigned, supervised, and evaluated by the principal, and the duties shall include, but not be limited to, the following:

- I Evaluating, selecting, and requisitioning of new library materials.
- II Assisting teachers in the selection of books and other instructional materials.
- III Informing teachers and other staff members concerning new materials the library has acquired.
- IV Maintaining an electronic library catalog and circulation system, and instructing teachers and students on the use of the system.
- V Working with teachers to develop units of instruction which involve the use of library resources.
- VI Promoting appropriate conduct of students using library facilities.
- VII Helping students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
- VIII Arranging for inter-library loan of materials of interest or use to teachers.
- IX Presenting and discussing materials with a class studying a particular topic, upon the request of the teacher.
- X Arranging library-related displays and exhibits used to promote interest in the use of the library.

XI Working with and giving reading guidance to students.

XII Supervising library aids and assisting them in the performance of their duties.

XIII Introducing students to other library resources via electronic resources.

XIV Teaching other classes or subjects, as assigned.

XV Performing other tasks and duties as assigned.

XXVI. Minimum physical activities: Having the ability to perform the physical activities and work in the environmental conditions as follows:

A. Requires prolonged sitting or standing, and possible eye fatigue.

B. Must have ability to operate A-V and technology equipment (TV, projectors, and telephone). Requires knowledge of the computer.

C. Must occasionally work in noisy and crowded environments with numerous interruptions.

D. Requires stooping, bending, kneeling, turning, balancing, and reaching.

XXII. Minimum educational preparation requirements:

A. Holds a Nebraska teaching certificate with endorsement as educational media specialist, or equivalent

B. Demonstrate effective and articulate use of the English language in both oral and written communications.

Legal References:

§79-101 Teaching Defined.

§79-501 District Boards, Hiring of Superintendent, Teachers, and Personnel.

§79-567 Board of Education, Power to Select Officers and Employees.

§79-804 through §79-816 Certification Requirements.

§79-817 Schools, Written Contracts Required.

§79-859 through §79-871 Professional Practices Commission.