

LIBRARY MEDIA JOB DESCRIPTION

PERFORMANCE RESPONSIBILITIES:

• INSTRUCTION:

- Plans instruction that enriches and extends classroom instruction and integrates the Library Media Learning Outcomes
- Plans collaboratively with faculty to ensure the integration of information literacy skills into all curricular areas
- Guides students to develop comprehension skills through exposure to a variety of reading material as well as to comprehend, interpret, analyze and evaluate informational sources and literature
- Teaches SMCPS Network Usage Standards
- Instructs students in the use of productivity, presentation software, audio/video production, and multimedia productions in the context of content area instruction
- Provides instruction and demonstration lessons illustrating the appropriate use of technology, appropriate materials, strategies and techniques for effective use of new technologies in various content areas

• INSTRUCTIONAL LEADERS:

- Assists staff as needed in information retrieval, media production, and in the use of electronic resources
- Assists teachers in individualizing instruction in media outcomes for special populations such as ESL, special education, and gifted/talented
- Provides in-service instruction on the use of materials, programs and equipment to faculty and staff: Train staff in the use of computer equipment and implementation procedures to ensure proper maintenance of this equipment
- Provides in-service instruction in the use of library media materials and equipment
- Instructs staff in the use of productivity, presentation software, audio/video production, and multimedia productions in the context of content area instruction
- Teaches SMCPS Network Usage Standards
- Continuously updates personal knowledge about new technologies in PDP
- Collaborates with principals, school improvement teams, and instructional supervisors to plan for the appropriate uses of technology for instruction

• ADMINISTRATION RESPONSIBILITIES:

- Supervises supporting clerical and technical staff assigned to the media center
- Prepares plans for keeping the resources collection and network technology current
- Compiles a collection development policy based on the St. Mary's County Library Media Program and site-related data
- Provides opportunities for the faculty and students to participate in the selection and evaluation of materials on the Library Media Technology Committee
- Maintains accurate records as required for state, county, and school reports
- Creates a school library media center climate which encourages students and faculty to take full advantage of its resources
- Solicits feedback from all users to assist in program evaluation and the continuous improvement of services
- Provides network assistance for the school-wide network, classroom computers, and computer lab
- Coordinates the overall implementation of use of computer hardware and software in the school
- Serves as primary technology contact