**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Librarian/Media Specialist

**TITLE OF SUPERVISOR:** Principal

**SUPERVISES:** Student Assistants

**SALARY:** Salary is reflective of the Neshoba County School District salary schedule.

**QUALIFICATIONS:**

1. Valid Mississippi Teacher License with appropriate endorsement for Media Librarian
2. At least three years of experience as a school librarian, preferred.

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

**DESCRIPTION OF DUTIES:**

1. Evaluates, selects, and requisitions new library materials.

2. Assists teachers in the selection of books and other instructional materials.

3. Informs teachers and other staff members of new materials the library acquires that can be used to enhance instruction.

4. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.

5. Promotes appropriate conduct of students using library facilities.

6. Helps students develop habits of independent reference work and develop skills in the use of reference materials in relation to planned assignments.

7. Presents and discusses materials with classes studying a particular topic, at the invitation of the teacher.

8. Participates in curriculum meetings, professional development in-service, etc.

9. Conducts a workshop with teachers on how to integrate the library into classroom instruction yearly.

10. Counsels with students and gives reading guidance to those who have special reading problems or specific intellectual interests.

11. Arranges frequently changing, book related displays and exhibits of interest to the library patrons.

12. Organizes, maintains, and disseminates all library materials and audio-visuals.

13. Assist students with library assignments.

14. Works within a prescribed budget to maintain adequate library services.

15. Formulates required inventories and reports annually and as requested.

16. Supervises student assistants in the performance of their duties, where applicable.

17. Assists instructional personnel in the use of the audio-visual equipment.

18. Performs routine duties assigned school staff.

19. Performs other duties assigned by the principal.