

1 **Board Policies**
2 **Series: 500**
3 **Section: 530**
4 **Policy #: 531.4**

Blair-Taylor School District
PERSONNEL
PROFESSIONAL STAFF POLICIES
IMC DIRECTOR

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8 **JOB TITLE:** Instruction Media Center Specialist/Director

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11 **JOB SUMMARY:** The Library Media Specialist plans, develops and implements the Library Media
12 program to accomplish the educational objectives of the school district.

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14 **REPORTS TO:** Building Principal

15 **JOB DUTIES:**

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17 1. Assesses needs and plans the school library media program which includes establishing circulation
18 procedures, scheduling classes and integrating the total educational program.
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21 2. Prepares and administers the budget.
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23 3. Oversees the expenditure of all library media funds.
24 4. Plans, designs and arranges school library media centers.
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26 5. Evaluates the library media program and makes recommendations for improvement.
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28 6. Works cooperatively with school, local libraries and library systems.
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30 7. Participates in training and supervising clerical help, student assistants and volunteers.
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32 8. Provides direction for school LMC staff implementing objectives of the library media program.
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35 9. Provides services, resources and guidance to students and teachers by evaluating and selecting
36 new materials and evaluating the collection for materials no longer of educational value.
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39 10. Promotes professional reading for staff.
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41 11. Remains current on the educational program and of students needs.
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43 12. Serves as a resource consultant to departments, curriculum committees and other professional staff
44 in the selection and purchase of media and equipment.
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46 13. Provides materials for the professional growth of faculty.
47 14. Builds a collection of materials appropriate to the educational program and student needs.
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50 15. Determines resources needed to achieve library media program goals and objectives.
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56 **QUALIFICATIONS:** Qualifications have been identified as Required or Preferred for the job.

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59 (R) = Required

60 (P) = Preferred

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62 (R) Interpersonal skills to deal courteously and effectively with students, teachers, administrators, and
63 the public.

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65 (R) Valid B.S/B.A degree with Wisconsin teaching license for Library Media Specialist.

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68 (P) Prior successful LMC or teaching experience.

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70 **PHYSICAL CHARACTERISTICS:**

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72 The Dictionary of Occupational Titles characterizes this job as a Light position. Light work is defined
73 as: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently,
74 and/or a negligible amount of force constantly to move objects. It requires moving about to a
75 significant degree.

76 The Classification of Jobs further defines the physical factors as: Frequently reaching, handling,
77 talking, hearing and working with near visual acuity. Occasionally stooping, kneeling, fingering and
78 working with far visual acuity.

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81 **TERMS OF EMPLOYMENT:** 190 day contract; additional curriculum time may be assigned in
82 accordance with the Master Agreement.

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86 **EVALUATION:** Annually for the three year probationary period and at least once triennially
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102 **LEGAL REFERENCE:** 118.19, 118.21, 121.02(q) Wis. Stats.

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104 **First Reading:** 10/07/91

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Adopted: 10/21/91

Amended: 08/30/04

Reviewed: 01-18-10

Clerk: _____