

**Carlisle County Schools**  
**Job Description**  
**Media Specialist/Librarian**

An individual serving as Media Specialist/Librarian must hold a valid Kentucky certification for the position. It is the individual's responsibility to maintain certification. The media specialist reports to the principal.

The job goal is to provide each student with an enriched library environment containing a wide range of materials that will invite intellectual probing, growth, and to aid all students in acquiring the skills needed to take full advantage of library sources that result in measurable improvement in student academic achievement.

**PERFORMANCE RESPONSIBILITIES:**

Adheres to the professional Code of Ethics adopted by the Education Professional Standards Board and the Carlisle County Certified Evaluation Plan. Carlisle County Employee Handbook summarizes most legal responsibilities.

Evaluates, selects, and requisitions new library materials. Assists teachers in the selection of books and other instructional materials. Prepares and administers the library budget.

Informs teachers and other staff members concerning new materials and available library resources.

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

Arranges for interlibrary loan for materials of interest to or use to students.

Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments. Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.

Ensure compliance with state and federal standards.

Promotes a positive school climate both internally and externally. Information is maintained on school website, Infinite Campus, newsletters, meetings, press releases or other means to keep students, parents, and community informed about library services.

Maintains professional growth through conference attendance, professional readings, and Individualized Growth Plan.

Works collaboratively with district personnel, community, other professional organizations and other stakeholders for the purpose of improving student achievement.

Takes all necessary and reasonable precautions to ensure the safety of students and staff.

Demonstrates effective interpersonal and communication skills, with students, parents, and staff.

Demonstrates regular attendance and punctuality.

Performs other duties consistent with the position as may be requested by the Principal.