

# Clinton Community Schools Library Media Specialist (21)

## JOB POSTING

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### Job Details

*Title*

**Library Media Specialist**

*Posting ID*

**21**

*Description*

**QUALIFICATIONS:**

1. Michigan Teaching Certificate
2. Accredited Master's Degree in Library Science with an ND Endorsement
3. Educational Technology Experience
4. 21st Century Teaching and Learning Advocate

**RESPONSIBILITIES:**

1. Effective leadership in information processing skills, technology, and library media services as a consultant to faculty and administration.
2. Support professional staff by advocacy of 21st century teaching and learning.
3. Annually analyze and evaluate the media center program; establish new procedures and services as necessary; and determine the need to advocate for updated technology.
4. Participate in professional association(s) at the local, state and national levels, including conferences and workshops.
5. Remain current in the media profession through classes, research, publishing, and continuing education units, etc.
6. Serve as the instructional resource and materials specialist.
7. Member of the district technology committee.
8. Assist teachers and students in the production and selection of instructional materials.
9. Deliver instruction in enrichment programming for all students.
10. Maintain print and non-print collections, including assessment, inventory, and replacement selections based on current Clinton Community Schools policies and administrative guidelines.
11. Provide professional development experiences in the use and application of the full range of media and materials, including multimedia.
12. Systematically inform staff of new developments in educational technology.
13. Maintain the school's inventory of educational technology equipment and make recommendations for new purchases.
14. Organize the scheduling and use of equipment and media.
15. Participate in curriculum planning and instructional development at the building, district, and state level.
16. Model the effective use of educational technology in classrooms for students and staff.
17. Participate in district level media and technology meetings.
18. Position may include supervisory responsibilities over library assistants.
19. Perform other school related duties and responsibilities as assigned.

**Reports to:**

- Building Principals

**Evaluation:**

- Performance for this position will be evaluated on an annual basis by the building principal(s).

*Shift Type*

**Full-Time**

*Salary Range*

**Per CEA Contract / Per Year**

*Location*

**CCS District-Wide Location**

**Applications Accepted**

*Start Date*

**06/29/2023**