

## **Instructional Media Center Director**

### **Desired Qualifications:**

A Bachelor's degree from an accredited college or university.

Appropriate certification.

Ability to work with students and teachers.

High aptitude for technology.

Such alternatives to the above qualifications as the board may find appropriate and acceptable.

### **Reports to:**

Building Principal

### **Position Goal:**

To provide all students with an enriched library environment containing a wide variety and range of materials and technology that will invite intellectual growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

### **Functions of Instructional Media Center Director:**

Operates and supervises the library or libraries to which assigned.

Evaluates, selects and requisitions new library materials.

Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.

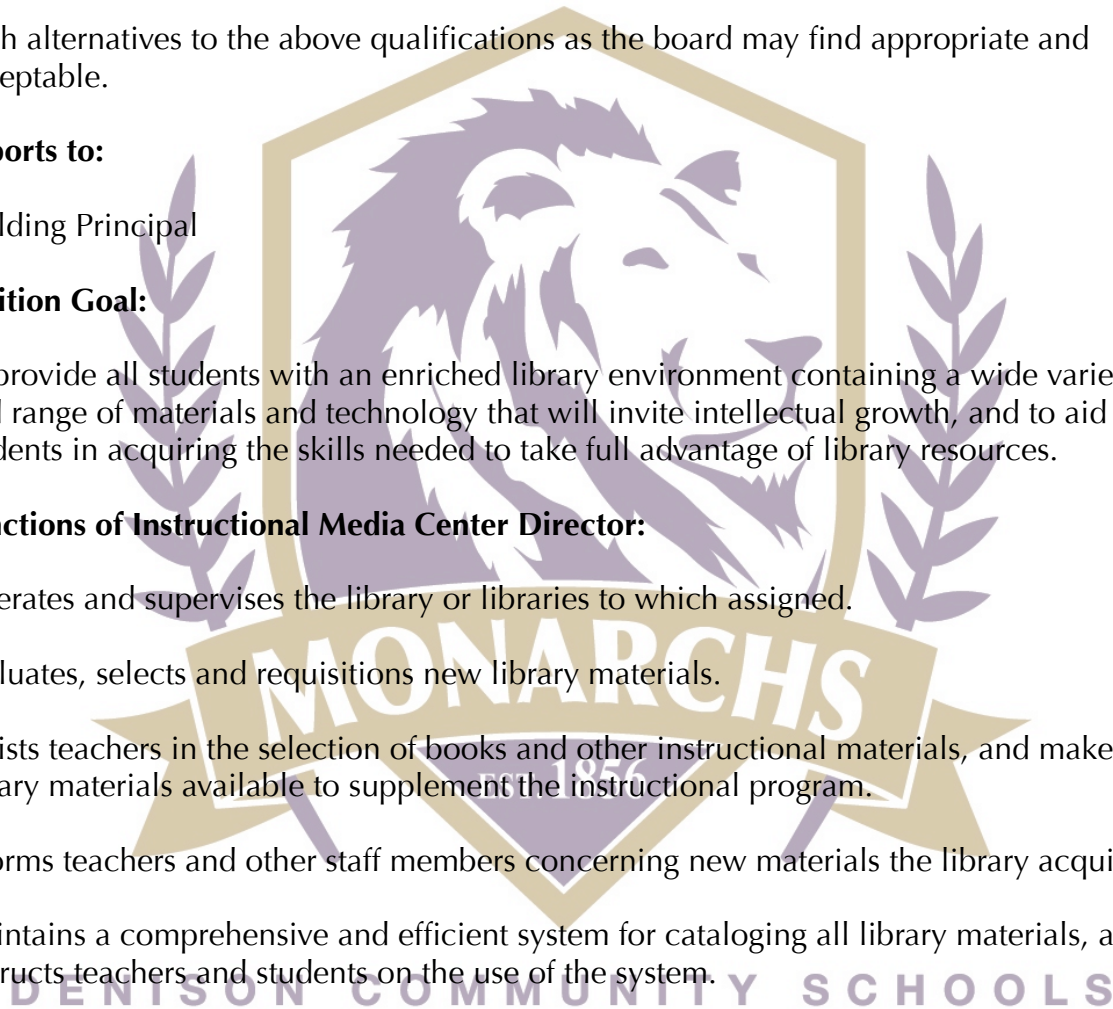
Informs teachers and other staff members concerning new materials the library acquires.

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

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

Works with teachers in planning those assignments likely to lead to extended use of library resources.

Promotes appropriate conduct of students using the library facilities.



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

Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher.

Participates at curriculum meetings.

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

Arranges frequently--changing book--related displays and exhibits likely to interest the library's patrons.

Prepares and administers the library budget.

Supervises library associates in the performance of their duties.

Participates actively in library and other educational and professional associations on the local, regional, state and national level.

Weeds obsolete and worn materials from the collection.

Supervises the clerical routines necessary for the smooth operation of the library.

Is responsible for maintenance including but not limited to: checking materials for damage when returned, shelves or files materials, repairs materials, assists in inventory of print and non-print materials, deletes records for withdrawn materials and processes new books.

Circulation of materials: maintains circulation desk (charge/renew/receive materials), prepares overdue lists, prepares and circulates reserve materials and maintains circulation records.

Acquisition of materials: maintains records of acquisitions and withdrawals, unpacks and checks new materials and equipment and verifies with order, posts receipt of periodicals and prepares for use and compares order cards with OPAC to avoid duplication.

Other duties as assigned.

### **Terms of Employment:**

Salary and length of contract to be established by the board.

### **Evaluation:**

Performance of this position will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.