

**FREMONT SCHOOL DISTRICT  
POSITION DESCRIPTION**

**POSITION TITLE:** Library Media Specialist

**JOB GOAL:** Coordinate the use of the library media center, teach the established curriculum, plan, implement and evaluate the library program.

**QUALIFICATIONS:** Proper Certification/eligibility certificate from the New Hampshire Department of Education  
Operational knowledge of computer hardware and software relating the media services  
Minimum of a bachelor's degree  
Ability to establish and maintain an effective working relationship with colleagues, supervisors, parents, students and the general public  
Knowledge of educational techniques and methods  
Ability to work with all students, including those with educational disabilities  
Ability to use data to drive instruction that requires adapting the method used to the needs and learning style of the students  
Must be willing to maintain appearance appropriate to assigned duties and responsibilities

**REPORTS TO:** The Building Principal

**PERFORMANCE RESPONSIBILITIES:**

- Develop and implement policies and procedures to acquire, process, organize disseminate, maintain and continually assess collections of information resources, essential equipment and latest technologies.
- Prepare and implement the media center budget
- Collaborate with educators to plan, implement and assess units of study that integrate multimedia, research and information literacy into the classroom instruction
- Promote literature and reading
- Provide individual, small group or class instruction to Informational Literacy Skills.
- Assess student learning
- Communicate with the faculty and staff regarding new resources and methods, providing in-service training as necessary
- Establish behavioral standards for students for students in the media center
- Serve on the district technology committee
- Attend staff meetings and contribute to school committees and work groups

**DISCLAIMER:**

This job description lists the general duties and is not intended to list every specific function required.