



Maury County Public Schools

Job Title	Librarian Media Specialist		
Department	Schools		
Certified (Y/N)	N	Work Days/Year	200
FLSA Status	Exempt	Hours/Day	7.5
Reports to	Principal	Supervises	

Qualifications:

- Master's degree in Library and Information Science or similar Library Science degree, as required by the State of Tennessee.
- Valid Tennessee teaching certificate with endorsement in Library Information Specialist Pre-K-12

Job Overview: The role of the Library Media Specialist is to serve as a leader, program administrator, instructional partner, information specialist, and teacher within the school and the community. The library media specialist will develop, maintain, and provide access to a current and comprehensive collection that meets the curriculum and interest needs of its users. The library media specialist will be a coordinator and collaborator of learning opportunities and resources for the students, teachers, and community.

Job Functions:

- As Leader, the LMS will work collaboratively with administrators, departments, and school teams to support academy programs, school goals, strategic plans, district goals, and policies.
- Promotes literacy, exploration, and lifelong learning for all throughout the school.
- As Program Administrator, the LMS will select, organize and maintain a current and comprehensive library collection that is age appropriate, relevant and meets the curriculum and interest needs of its users, in accordance with state guidelines.
- Maintain an inviting and user centered library environment.
- Manage library budgets, library staff, volunteers, and physical space.
- Maintain library, textbook, physical property, and technology inventories in accordance with Board Policies.
- Establish procedures and schedules for circulation and access of materials.
- As Instructional Partner, the LMS will work collaboratively with teachers and students to provide instructional resources, digital resources, curriculum, and support to units of study and state standards.
- As Information Specialist, the LMS will provide expertise in acquiring and evaluating resources and materials in all formats.
- Work collaboratively with the technology department to manage technology needs for students, teachers, and school.
- As Teacher, the LMS will work collaboratively with teachers to provide instruction on literacy skills, research, digital literacy, digital citizenship, literature and curriculum units of study.
- Provide engaging lessons to students using the AASL library standards



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Physical Requirements: This job will require lifting of objects that exceed 10 lbs., or the average weight of a student, with frequent lifting and/or carrying objects weighing up to 25 lbs.

Physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing and/or balancing
- Stooping, kneeling and/or crawling
- Reaching
- Talking
- Hearing
- Seeing

Work Environment: Normal work environment

This job description is not intended to be all inclusive; an employee will also perform other related duties as assigned by administration. MCPS reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.