



Elementary Library Media Specialist Job Description

Job Purpose

- Empowers students to become enthusiastic readers, critical thinkers, skillful researchers, and ethical users of information.
- Fosters a lifelong love of reading while ensuring equitable access to diverse print and digital resources.
- Provides direct instruction in information literacy, digital citizenship, and research skills aligned to district curriculum and state standards.
- Collaborates with teachers and specialists to design, implement, and assess instructional units that integrate multiple literacies.
- Provides leadership to ensure the school library program supports the mission, goals, and instructional priorities of the district.

Knowledge, Skills, and Abilities

- Extensive knowledge of children's literature across genres, reading levels, and diverse perspectives aligned to the Science of Reading.
- Knowledge of information literacy, media literacy, digital citizenship, copyright, and acceptable use guidelines.
- Proficiency in integrating instructional technology, online databases, eBooks, and STEM/Makerspace tools into learning experiences.
- Knowledge of curriculum development and inquiry-based instructional strategies appropriate for elementary learners.
- Skill in library automation systems, cataloging procedures, collection development, and inventory management.
- Ability to collaborate effectively with teachers to align library instruction with Mississippi academic standards.
- Ability to analyze library usage data and apply findings to improve services and resources.
- Strong oral and written communication skills.
- Ability to supervise assigned staff and volunteers and maintain an organized learning environment.
- Ability to remain current in professional practices, educational research, and emerging technologies.

Minimum Qualifications

- Bachelor's Degree in Education or Library Science from an accredited college or university (Master's Degree in Library Media or Information Science preferred).
- Valid Mississippi Educator License with appropriate Library Media endorsement (483 or 440).
- Successful prior teaching experience at the elementary level preferred.
- Experience with automated library circulation systems and digital instructional tools preferred.
- Must meet additional qualifications as established by the school district.

Duties and Responsibilities

Instruction & Literacy Promotion

- Demonstrates prompt and regular attendance.
- Provide regular library instruction for elementary classes focusing on research skills, digital citizenship, and literature appreciation.
- Collaborate with teachers to design inquiry-based learning experiences and assessments that incorporate multiple literacies.
- Assist teachers in selecting instructional materials that enhance classroom instruction.
- Organize and promote reading initiatives, literacy events, and student incentive programs to encourage independent reading.
- Ensure lessons reflect cultural diversity and meet the developmental needs of all learners.

Library Management & Operations

- Manage daily operations of the Library Media Center, including circulation, shelving, inventory, and material repair.
- Evaluate, select, order, and process books, audio-visual materials, digital resources, and technology tools to maintain a current and relevant collection.
- Maintain the Library Automation System and instruct students and staff in its use.
- Develop and maintain a balanced collection aligned with curriculum and student interests.
- Prepare, justify, and administer the library budget in accordance with district guidelines.
- Support and manage student access to online subscriptions, databases, and digital resources.

Leadership & Collaboration

- Participate in curriculum development to ensure integration of information, media, visual, digital, and technological literacy skills.
- Serve as a resource for staff by providing support and training in instructional technology and information resources.
- Train and supervise assigned Teacher Assistant and library volunteers.
- Partner with local libraries and community organizations to enhance literacy initiatives.
- Participate in school leadership, faculty meetings, committees, and MTSS teams as assigned.

Compliance & Professional Responsibilities

- Ensure the library program meets requirements outlined by the Mississippi Department of Education and district policies.
- Maintain accurate records and prepare reports related to circulation, inventory, budget, and program effectiveness.
- Share district policies related to material selection, reconsideration procedures, copyright, privacy, and acceptable use.
- Maintain professional relationships with students, staff, parents, and community members.
- Remain current in professional learning and educational research applicable to school library programs.
- Limited travel to meetings or professional development may be required.
- Perform other job-related duties as assigned by the immediate supervisor.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Building Principal **Supervises:** Assigned Teacher Assistant & Library Media Center Volunteers

Terms of Employment: Contract / 187 Days **FLSA Status:** Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date