

High School Library Media Specialist Job Description



Job Purpose

- To provide students and staff with an enriching and academically rigorous library/media center environment that supports advanced research, literacy, and digital learning.
- To manage and maintain a comprehensive collection of print and digital resources aligned to high school curriculum and post-secondary readiness goals.
- To instruct students and staff in the effective, ethical, and critical use of information and technology resources in preparation for college, career, and lifelong learning.

Knowledge, Skills and Abilities

- Knowledge of pre/post-high school program eligibility requirements, including college and career readiness pathways.
- Knowledge of differentiated instruction based upon student learning styles and academic readiness levels.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education, students, copyright, and intellectual freedom.
- Knowledge of research methodologies, citation formats (MLA, APA, Chicago), and digital citizenship.
- Ability to use computer network systems, library automation systems, and software applications as needed.
- Ability to organize, coordinate, and manage library operations effectively.
- Ability to communicate effectively with students, parents, faculty, and community stakeholders.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Minimum Qualifications

- Mississippi Educator Licensure with appropriate endorsement (440).
- Bachelor's degree from an accredited college or university in an education discipline applicable to the assignment.
- Master's degree preferred.
- Successful prior teaching experience at the secondary level preferred.
- Have met other qualifications and requirements as established by the school district.

Duties and Responsibilities

Instruction and Academic Support

- Demonstrates prompt and regular attendance.
- Provides direct instruction in research skills, information literacy, media literacy, and ethical use of information.
- Collaborates with classroom teachers to plan and co-teach lessons integrating library resources and research strategies.
- Supports students with advanced research projects, dual credit coursework, scholarship applications, and career exploration.
- Promotes reading engagement through displays, programs, and literacy initiatives appropriate for high school students.
- Ensures proper student conduct and maintains an environment conducive to independent study and collaborative learning.
- Encourages parental involvement and maintains effective communication with students and families.

Collection Management and Curation

- Develops and maintains a diverse, current, and curriculum-aligned collection of print, digital, and multimedia resources.
- Evaluates, selects, requisitions, catalogs, and inventories library materials and equipment.
- Maintains an organized and efficient system for cataloging and circulation of materials.
- Ensures equitable access to resources that reflect diverse cultures, perspectives, and experiences.
- Assists with preparation and administration of the media center budget.

Leadership and Professionalism

- Operates and supervises the high school media center and its daily functions.
- Provides leadership in instructional technology integration and supports staff with digital tools and resources.
- Continues professional growth through workshops, seminars, professional meetings, and current educational research.
- Trains and supervises media center support employees and student assistants.
- Travels to school district buildings and professional meetings as required.

Compliance and Evaluation

- Maintains accurate records, usage statistics, and required reports in compliance with district and state guidelines.
- Performs 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: Principal

Supervises: Media Library Assistant / Student Helpers

Term 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