



## George County School District

# Middle School Library Media Specialist Job Description

### Job Purpose

- Provides an enriching library/media center environment that supports academic achievement and fosters a lifelong love of reading.
- Empowers middle school students to become critical thinkers, independent researchers, and ethical users of information.
- Maintains a diverse, age-appropriate collection of print and digital resources aligned to curriculum and student interests.
- Collaborates with teachers to integrate information literacy, research skills, and digital citizenship into classroom instruction.
- Supports the overall instructional mission and goals of the school and district.

### Knowledge, Skills, and Abilities

- Knowledge of middle grade and young adult literature appropriate for adolescents in grades 6–8.
- Knowledge of differentiated instruction strategies to meet diverse learning styles and reading levels.
- Knowledge of research models, information literacy skills, citation practices, and plagiarism prevention.
- Knowledge of digital citizenship, online safety, and responsible technology use.
- Knowledge of applicable federal and state education laws and accreditation requirements.
- Proficiency in library automation systems, cataloging procedures, and digital research databases, including resources supported by the Mississippi Department of Education.
- Ability to integrate instructional technology and support 1:1 device initiatives.
- Ability to analyze usage data and develop action plans to improve library services.
- Ability to organize and coordinate multiple tasks within a flexible middle school schedule.
- Strong communication and collaboration skills when working with students, parents, and staff.
- Ability to supervise assigned personnel and maintain an orderly, welcoming environment.
- Ability to engage in professional growth and self-evaluation.

### Minimum Qualifications

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

### Duties and Responsibilities

#### Instructional Leadership

- Demonstrates prompt and regular attendance.
- Provide direct instruction in research skills, information literacy, digital citizenship, and literature appreciation.
- Collaborate with classroom teachers to co-plan and co-teach inquiry-based lessons aligned to curriculum standards.
- Teach students how to locate, evaluate, analyze, synthesize, cite, and ethically apply information.
- Support reading engagement through book talks, displays, reading initiatives, and literacy events.
- Share relevant student progress and observations with teachers to support academic growth.

#### Library Management & Operations

- Operate and supervise daily media center activities, including circulation, shelving, inventory, and material repair.

- Evaluate, select, requisition, and catalog books, digital resources, audio-visual materials, and equipment.
- Maintain accurate and efficient cataloging and lending systems for students and staff.
- Assist with preparation and administration of the media center budget.
- Develop engaging displays and promote new acquisitions to students and faculty.
- Cooperate in the use and care of equipment and materials.

**Student Support & Environment**

- Foster a welcoming, inclusive environment conducive to reading, inquiry, collaboration, and independent study.
- Demonstrate awareness of students’ academic, social, and emotional needs.
- Ensure student conduct aligns with school and district policies.
- Encourage parental involvement and maintain effective communication with students and families.
- Promote appreciation of cultural diversity through inclusive resources and instruction.

**Leadership & Professional Responsibilities**

- Coordinate with administrators and faculty in selecting instructional materials that support curriculum goals.
- Train and supervise the Media Library Assistant and any student aides.
- Participate in faculty meetings, committees, and school improvement initiatives as assigned.
- Maintain accurate records and provide required reports in accordance with district procedures and applicable laws.
- Remain current in professional practices, educational research, and emerging technologies.
- Travel to district buildings and professional meetings as required.
- Perform other job-related tasks 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 Library Aides

**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