

Acton Boxborough Regional School District
Library Media Specialist
Job Description

Qualifications:

A highly qualified candidate will be state certified as a Library Media Specialist, have completed a teacher preparation program/educational degree, and preferably hold a master's degree from a program accepted by the American Library Association or a master's program in Library and Information Science.

Position Goals:

- Ensure that students and staff are effective and responsible users of ideas and information
- Empower students to be critical thinkers, enthusiastic readers, skillful researchers, ethical users of information, and media literate
- Ensure equitable access to information and library resources
- Collaborate with all educators to design and implement units of instruction and assess student learning
- Align the School Library Media Program with the goals of the school and district
- Explore with students and staff different modes of communication and technology
- Integrate district-wide initiatives for digital literacy and digital citizenship

Roles and Responsibilities:

TEACHER:

- Supports the collaborative development of inquiry learning, digital learning, information and technology literacies, critical thinking, and self-assessment
- Collaboratively develops and teaches units of instruction that integrate information literacy and digital literacy standards and assesses student learning
- Creates a rigorous student-centered environment that seamlessly blends reading, literacy and available instructional technologies to maximize the learning experience for each student
- Supports, supplements, and elevates the literacy experience through guidance and motivational reading initiatives
- Communicates effectively with families, colleagues, and the community to promote students' learning and to support the school's goals

LEADER:

- Serves on decision making, school improvement, and school based-curriculum teams
- Benchmarks the School Library Media Program to school, state, and national standards
- Promotes the integration of existing and emerging technologies to support teaching and learning
- Promotes the ethical use of information: copyright, fair use, student images, and licensing of intellectual property
- Stays current in professional practices, educational research; actively participates in professional memberships

LIBRARY ADMINISTRATOR:

- Fosters a creative, flexible environment so that the School Library Media Center is an essential part of the learning community
- Develops and maintains resources appropriate to the curriculum, the learners, and instructional strategies of the school community
- Builds and maintains a library collection that reflects the student body, is diverse, meets the interests and needs of all learners, and supports the district's mission and goals
- Establishes procedures for selection, acquisition, circulation, and sharing of resources in a variety of formats
- Develops and manages the library budget to support program goals
- Recruits, schedules, and trains volunteers
- Administers the library including maintaining the collection, managing the Destiny catalog, establishing vendor relationships, and evaluating and improving the library space
- Cooperates and networks with other libraries and agencies

The Acton-Boxborough Regional School District actively seeks to increase our hiring of educators of color. All candidates are encouraged to apply.

The Acton-Boxborough Regional School District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its education policies, employment policies, and other administered programs and activities.