

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Librarian/Media Specialist

Reports to: Principal

Job Class Code: 1060

Work Schedule: per salary table

Pay Scale: per salary schedule

Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Conducts and facilitates activities and projects to provide quality school library media services to students and teachers which support the curriculum parameters and instruction.
- Manages and supervises the organization and operation of the school library/media center.
- Provides leadership and direction to assigned school as they implement instructional technology plans, particularly as they relate to library and information services.
- Provides for school professional development for staff to encourage leadership, competence, and creativity in developing programs.
- Advocates the principles of intellectual freedom that govern the universal right to read and to access information and ideas.
- Prepares, administers, monitors, amends, and keeps an accounting of budget designated for library/media center; attend to all recordkeeping, correspondence, requests, meetings, related to library/media center.
- Maintains knowledge of current statutes, policies, guidelines, regulations, trends and research that affect the instructional program and assist assigned school in remaining current on such information related to school library media services.
- Assists school staff with curriculum, instruction, and assessment projects. Serve on various district and school committees upon request.
- Brings to the attention of the Coordinator, Media Services matters related to instructional improvement which require consideration or action in the area of library media services.
- Maintains regular attendance and professional appearance.
- Performs other duties as assigned

**MINIMUM QUALIFICATIONS**

Education Minimum requirements: Master's degree in library information science

Certification/Licensure: Valid Kentucky certification for media librarian

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*