



Position Description

School District of Monroe

- JOB TITLE:** Building Library Media Center Director
- CLASSIFICATION:** Professional Staff
- JOB OBJECTIVE:** Organize and deliver a quality Library Media Center function and program for the assigned building. Maximize its usefulness in providing an optimal learning environment with classroom teachers.
- REPORTS TO:** Director of Curriculum and Instruction/Building Principal
- QUALIFICATIONS:** Current Wisconsin Department of Public Instruction teaching certificate required for the assigned instructional area(s). Related bachelor's degree. Technology and social media skills appropriate to a managerial position.
- ESSENTIAL DUTIES:**
- Plan the building instructional media program following the direction of Building Principal and District LMC Director in accordance with standards for information and technology literacy
 - Establish circulation procedures, schedule classes, and ensure the utilization of resources for students and teachers.
 - Develop and deliver a program for teaching instructional media skills, preparing orientation and in-service activities, and planning for integration with the total building educational program
 - Prepare for approval and administer the LMC budget including Common Schools funds. Authorize orders and payments. Ensure thorough recordkeeping
 - Plan public relations activities: develops bulletin boards and displays, prepares announcements, brochures and media publicity, and conducts special activities.
 - Maintain a cooperative and positive relationship with other schools, the public library and the community
 - Participate in hiring, training, and supervising clerical help, student assistants and volunteers
 - Provide services, resources and guidance to students and teachers

- Create a positive and safe learning atmosphere conducive to learning
- Oversee processing of obsolete and damaged items
- Serve as a positive adult role model during interaction with students
- Establish and utilize productive relationships with parents/guardians, students, staff, and community

ADDITIONAL DUTIES:

- Participate in activities which contribute to the effective operation of the school
- Assist in maintaining student behavior at school events as requested
- Maintain a current educational knowledge base through business networks, educational workshops and professional publications

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020