



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Secondary Librarian-Media Specialist
Payroll/Personnel Type:	10.5 Month
Job #:	8205
Reports to:	Director of Library Media-Literacy Specialist
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

Position Summary:

Under the supervision of the Library Specialist, the Secondary Librarian – Media Specialist serves as instructional resource consultant and materials specialist to pupils, teachers, and administrators.

Essential Functions:

- Plan the library media program at assigned school location
- Integrate instructional resources (both book and non-book) of the school into the centrally administered library media program
- Provide an organization of these book and non-book resources to assure easy access to users
- Select resources (both book and non-book) for the library media center and its program
- Teach the use of the library media center and its resources (both book and non-book) to pupils and teachers
- Publicize the services and resources of the library media center
- Keep conversant with current educational research, trends, methods and materials
- Supervise students in the presence and absence of classroom teacher
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to effectively analyze factors concerning risk, liability, safety, and occupational hazards
- Must demonstrate effective identification and problem-solving skills
- Excellent written and verbal communications skills
- Excellent experience and skills in the use PC and Microsoft Office, Word, Excel, and Outlook
- Ability to establish and maintain effective working relationships with employees, other agencies/organizations and the public
- Must project professionalism coupled with strong leadership qualities

Experience:

- Acceptable personal traits – speech, appearance, character, attitude, etc., as observed
- Training in library procedures
- Experience in elementary or secondary education, and demonstrated knowledge

Education:

- Bachelor of Arts or Bachelor of Science Degree (required)
- Minimum of 18 semester hours in Library Science (required)
- Master’s Degree (preferred)
- Missouri Teaching Certification (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle



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- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.