

**FAIRVIEW SCHOOL DISTRICT  
POSITION DESCRIPTION  
(Pending Board Approval)**

**TITLE:** ELEMENTARY SCHOOL LIBRARIAN/MEDIA SPECIALIST

**QUALIFICATIONS:**

1. PA Certificate in Library Science/Media Specialist
2. Bachelor's Degree
3. Strong technology skills
4. Prior elementary school experience preferred
5. Experience in writing GIEPs and instructing gifted students

**REPORTS TO:** Fairview Elementary School Principal

**JOB GOAL:** To create a curriculum that is technology based and engages all students in cross-curricular projects.

**PERFORMANCE RESPONSIBILITIES:**

1. Operate and supervise the Media Center.
  - a. Assist teachers and students in locating physical and electronic resources.
  - b. Develop a budget, order materials, process, catalog and inventory all items for the library.
  - c. Promote appropriate student conduct using Media Center facilities by creating a positive behavior management system.
  - d. Coordinate the Summer Library Program and the Summer Reading Program.
  - e. On a daily and weekly basis, the media specialist will support teachers in their development of classroom lessons by providing supplemental material and resources.
  - f. Supervise the use of and manage the school level book room.
  - g. Handle all fines and/or late charges.
2. Create a project-based curriculum in which students are engaged in cross-curricular activities that integrate and support technology skills.
  - a. Introduce basic and advanced online searching methods.
  - b. Instruction of basic and advanced online safety.
  - c. Create and implement lessons that support student learning of 21<sup>st</sup> century skills.
  - d. On a daily and weekly basis, the media specialist will assist teachers in integrating technology into the curriculum using a variety of methods.
  - e. Coordinate the demonstration of student produced products for parents and the community.
  - f. Create and organize the productions/presentations of student work.
3. Manage and instruct the Gifted Program at the elementary school.
  - a. Write Gifted IEPs
  - b. Design science and technology related themes in which the learning experiences culminate in projects.
  - c. Consult with regular education teachers of Gifted students and support as needed.
4. Perform any other related duties as may be assigned by the principal.

**TERMS OF EMPLOYMENT:** According to the Teachers' Contract