



Library Media Teacher Specialist

REPORTS TO: Building Principal and Coordinator of Instructional Technology and Library Media

JOB CATEGORY: Teacher

FLSA STATUS: Exempt/First shift

SUMMARY: The Library Media Teacher Specialist provides the leadership and expertise necessary to ensure that the library media and instructional technology programs are integral components of the school's instructional framework, and will cultivate a learner-centered environment that fosters a love of reading and empowers students to become critical thinkers and ethical users of information. This role directs and supports activities and professional learning related to the integration of technology and information literacy into the curriculum at a building level.

QUALIFICATIONS:

1. Education:

- a. Required – Bachelor's degree
- b. Preferred – Master's degree in Library and Information Science

2. Certifications:

- a. Required – Wisconsin Educator's License
- b. Required – Wisconsin DPI Instructional Library Media Specialist 902 License or apply for the Three-Year District-Sponsored License with Stipulations (LWS3) for Library Media Specialist.

ELEMENTARY ESSENTIAL JOB FUNCTIONS

1. Provides direct instruction to students in the ethical and effective use of information, digital tools, and media, ensuring that learners develop lifelong skills in evaluating, curating and creating information in multiple formats.
2. Implement and assess information and digital literacy, emerging technologies, STEM, and makerspace programming while providing professional learning opportunities for staff to integrate instructional technology.
3. Instructs teachers, administrators and students in identifying, locating and evaluating digital and print information.
4. Develops and maintains a culturally responsive and inclusive library environment that supports literacy development and fosters a love of reading for both academic and personal growth that aligns with District policies regarding material selection, intellectual freedom, copyright, and technology.
5. Leads the library personnel and services to maintain a safe, welcoming, and orderly environment that utilizes effective classroom management strategies and support diverse learning styles.
6. Collect and analyze data regarding library usage and instructional impact to evaluate program effectiveness and ensure alignment with school and district improvement plans.
7. Publicizes the library media center program, services and materials to the school community through various formats including newsletters and multimedia announcements.
8. Curates and provides access to resources for students and teachers through a systematically developed equitable, diverse, and inclusive collection that supports District curriculum, reading enjoyment, and aligns with District policy and collection development guidelines.

9. Networks and continually updates the professional expertise necessary to function effectively in the library media specialist role by participating in local, state and/or national organizations, and collaboration with District library media specialists.
10. Participate in District and building-level curriculum design and assessment, including assisting as needed with school-wide testing, circulation of building technology assets and perform other duties as assigned to support the school's instructional goals.

SECONDARY ESSENTIAL JOB FUNCTIONS

1. Collaborates with administration and instructional staff to design and teach engaging inquiry based learning experiences targeting information and digital literacy, and ethical, effective use of information, digital tools, and media, ensuring that learners develop lifelong skills in evaluating, curating and creating information in multiple formats.
2. Implement and assess information and digital literacy, emerging technologies, STEM, and makerspace programming while providing professional learning opportunities for staff to integrate instructional technology.
3. Instructs teachers, administrators and students in identifying, locating and evaluating digital and print information.
4. Develops and sustains a culturally responsive and inclusive library environment that supports literacy development and fosters a love of reading for both academic and personal growth that aligns with District policies regarding material selection, intellectual freedom, copyright, and technology.
5. Leads the library personnel and services to maintain a safe, welcoming, and orderly environment that utilizes effective classroom management strategies and supports diverse learning styles.
6. Publicizes the library media center program, services and materials to the school community through various formats including newsletters and multimedia announcements.
7. Networks and continually updates the professional expertise necessary to function effectively in the library media specialist role by participating in local, state and/or national organizations, and collaboration with District library media specialists.
8. Curates and provides access to resources for students and teachers through a systematically developed equitable, diverse, and inclusive collection that supports the curriculum, reading enjoyment, and aligns with district policy and collection development guidelines.
9. Collects, analyzes, and interprets data on library usage, instructional impact, and student achievement to evaluate program effectiveness, inform decision-making, and align the library program with school and district improvement plans.
10. Participate in District and building-level curriculum design and assessment, including assisting as needed with school-wide testing, circulation of building technology assets and perform other duties as assigned to support the school's instructional goals.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Understands the Wisconsin Standards for Information and Technology Literacy, AASL, ALA Intellectual Freedom as it relates to schools, and the ISTE Standards for Educators.
2. Understands Kenosha Unified School District standards and curriculum.
3. Applies teaching and learning theory as it relates to the integration of information and technology resources.
4. Understands current and emerging technologies.
5. Applies online digital resources and instructional learning applications.
6. Dedication to the mission, vision, core values and strategic goals of Kenosha Unified School District.
7. Ability to organize and schedule people and tasks.
8. Sense of ethics and integrity.
9. Ability to lead and facilitate building teams.
10. Ability to handle periodic high levels of stress.

PHYSICAL DEMANDS

Must be able to move objects weight up to 10 pounds frequently, up to 20 pounds occasionally; must be able to stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, and complete repetitive motions on a regular basis; must be able to perform tasks requiring close visual acuity. Position is subject to inside and outside environmental conditions as well as subject to loud noise conditions.

DISCLAIMER: This preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

POSITION DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Kenosha Unified School District reserves the right to modify or interpret this job description as needed.

The Kenosha Unified School District is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, gender, national origin, disability or handicap, sexual orientation, or political affiliation in an educational program, activity, or employment in the District. The Superintendent of Schools/designee addresses questions regarding student discrimination, and the Chief Human Resources Officer answers questions concerning staff discrimination.

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