



Vermont School Library Association

School Librarian Position Description

QUALIFICATIONS

The Vermont Educational Quality Standards require the services of a certified library media specialist be made available to students and staff.

Recommended Requirements:

- Current Vermont Educator License with Library Media Specialist endorsement (5440-61).
- A master's degree from an American Library Association accredited program or 18 graduate credits from the University of Vermont School Library Media Studies program (or equivalent) including a practicum experience.

TERMS OF EMPLOYMENT: Teacher work year plus highly recommend extended-year days.

Reports To: Building principal or other administrator

Supervises: Paraprofessionals, volunteers, and students

EVALUATION: Performance of this job will be evaluated in accordance with district policies with emphasis on the roles and responsibilities of the library media specialist.

ROLES AND RESPONSIBILITIES

Teacher/Instructional Partner

- design, teach, and assess learning opportunities that include inquiry, critical thinking, and multiple literacies to prepare learners to be college and career ready
- collaborate with other teachers as an instructional partner in learning opportunities
- promote reading for pleasure and information that demonstrates understanding, diverse viewpoints, and genres
- engage and motivate students to read for academic success, personal interest and lifelong learning
- model the integration of technology in teaching and learning

Information Specialist

- develop and maintain a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community and in accordance with district policy
- cooperate and network with other librarians, libraries, and agencies to provide access to resources outside the school
- understand and promote the ethical use of information: copyright, fair use, and licensing of intellectual property
- evaluate, promote, and use existing and emerging technologies to support teaching and learning, connect the school with the global learning community, and provide equal access to library services

Leader

- advocate for equitable access to information for all learners in the school community
- serve on school and district decision-making teams
- measure the school library program according to school, state, and national standards
- create a resource-rich physical and virtual environment conducive to active and participatory learning
- plan and provide professional development
- research relevant and current professional practices and emerging technologies
- maintain active memberships in professional associations
- advocate for school library programs and the role of the library program in the educational community

Program Administrator

- create and maintain a flexible teaching and learning environment that is inviting, safe, and conducive to student success
- establish policies and procedures for selection, acquisition, circulation, resource sharing, etc. that provide appropriate resources that are available when needed
- develop school library program goals and objectives that are aligned with school and district long-range strategic plans for improved student learning
- prepare and administer the school library program budget
- manage resources and facilities for continuous improvement of the library program
- participate in the recruiting, hiring, and training of other professionals, educational library assistants, students, and volunteer staff
- gather and analyze data to improve instruction and demonstrate correlations between the SLP and student achievement