



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

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| <i>Position Title:</i> | Elementary Librarian – Medial Specialist |
| <i>Payroll/Personnel Type:</i> | 10 Months |
| <i>Reports to:</i> | Director of Library Media-Central Services |

Position Summary:

Under the supervision of the Director of Library Media-Central Services, the 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.
- Perform other duties as assigned.

Experience:

- Acceptable personal traits – speech, appearance, character, attitude, etc., as observed

Education:

- Bachelor of Arts or Bachelor of Science Degree
- Minimum of 18 semester hours in Library Science
- Permanent Secondary or Elementary Missouri Teachers Certificate
- Health certificate (dated after June 1 of the previous school year)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- 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 signification degree



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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:

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| Employee | Date | Immediate Supervisor | Date |
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| 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.