

POWHATAN SCHOOL

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“We learn not for school, but for life.”

Library Media Specialist Job Description

Powhatan School is a pre-kindergarten through eighth grade coeducational, independent day school located near Winchester in the beautiful Shenandoah Valley of Virginia. Founded in 1948 and accredited by the Virginia Association of Independent Schools, Powhatan is situated in a rural setting on 67 acres of land in the town of Boyce in Clarke County. Our student body draws from a broad geographical area consisting of three states and seven school districts. Our families come from Virginia (Clarke County, Fauquier County, Frederick County, Loudoun County, Warren County and Winchester City), Maryland, and West Virginia

Powhatan’s educational philosophy views elementary and middle school as important steps in a lifelong learning process that is to be cherished in and of itself. With an emphasis on a literature-based curriculum, the school offers opportunities for intellectual enrichment and personal growth through study that crosses the academic disciplines. With a strong math and science program, we provide instruction in music, art, drama, public speaking, athletics, and computer technology as well as participation in extra-curricular activities.

Powhatan School believes that successful education creates lifelong learners who use their knowledge, creativity, and skills to be confident students in an ever-changing world. ***We learn not for school but for life*** is our guiding principle.

Brief Program Description

The library media program is an integral part of Powhatan’s K-8 curriculum with a goal to cultivate and support a love of reading among students, faculty and staff. The resources to supplement the curriculum, whether they are in-house resources or those found through the use of technology are provided in our library media center. Considered a hub for learning, it is conveniently located to all classrooms on our campus and is an inviting space for learning, reading or quiet independent work for all our students and teachers.

Description of Library Media Specialist Position

The library media specialist plans, directs, implements and evaluates the library program of Powhatan School.

Library Media Specialist Management Skills:

- Engages collaboratively with faculty and staff in the school to support curriculum growth and to enhance students’ learning experiences.
- Helps generate a support and love of reading among students, faculty and staff.
- Organizes the library materials, equipment and facilities for effective and efficient utilization and circulation.
- Establishes behavioral standards for the students in the LMC.
- Assists students in becoming effective and discriminating users of library resources.
- Helps students develop habits of independent reference work and skills in the use of reference material.

- Plans, equips and maintains attractive facilities.
- Keeps the collection current within the constraints of the annual budget by purchasing quality print and non-print materials.
- Maintains the library catalog.
- Effectively utilizes clerical, volunteer, student and/or other personnel to provide quality library service to others.
- Maintains appropriate records of library materials.
- Schedules and supervises yearly book fair.
- Plans and organizes yearly visiting author program.
- Manages a parent volunteer program
- Organizes and prepares the summer reading lists for each grade.

Teaching Responsibilities:

- Fosters and maintains a relationship with faculty and students that encourages an integrated view of the library.
- Through a working knowledge of books and authors in the collection, assists students with reading selections.
- Is aware of and supports the curriculum through collection development.
- Develops a research and library skills program relating to the needs of the students.
- Models and encourages collaboration with faculty to incorporate research skills into their units.
- Guides students in finding and using a wide variety of materials.
- Attempts to instill in students the ability to be self-learners by promoting the spirit of inquiry and teaching effective fact-finding skills.
- Plans with teachers, when appropriate, for meaningful and effective grade appropriate reference work and/or literature appreciation activities for their students.
- Actively plans with teachers and groups of teachers to integrate library services and multimedia materials with the instructional program.
- Participates in department, grade-level and school curriculum development.
- Orients students, parents, volunteers and staff for the purpose of educating them on the proper use of library resources.

Technology Responsibilities:

- Works in partnership with the school technology department.
- Maintains a working knowledge of library management software.
- Helps to maintain the computers in the library.
- Coordinates with the Technology Department to ensure creative and appropriate use of technology in research and other lessons.
- Maintains a working knowledge of technological advances as they pertain to the library media center.

Program Assessment Responsibilities:

- Evaluates and selects materials needed to meet both the curricular and individual needs of students, teachers and administrators who will be using the LMC.
- Determines the needs of teachers and students as a basis for the selection of new materials and equipment.
- Does a periodic inventory of library collection.
- Supervises the withdrawal of outdated and worn materials.
- Creates a vision for our library as an information center.

Qualifications for Library Media Specialist Position:

- Bachelor's degree in education
- Master's Degree in Library Science preferred but not required
- Library experience

The Library Media specialist reports directly to the Head of School.