



Job Description

Position Title: Library Media Specialist	FTE/PTE: Part-time
Reports To: School Director	HRS: 20-25/week
Primary Function: Maintain the PCK library collection, promote a love of reading among students, organize annual book fairs and literacy activities.	

Requirements

1. Educational Level: Bachelor's Degree
2. Certification/License Required: Teaching license and/or Reading Specialist endorsement preferred
3. Experience: Elementary library and/or teaching experience strongly preferred
4. Physical Activities: Lifting, reaching, stacking and packing of book sets
5. Knowledge, Skills & Abilities: Library science knowledge, strong communication skills, proficient technology skills

Essential Duties

1. Create an engaging, inviting, safe, neat, clean and well-maintained library environment
2. Meet weekly with groups of elementary students for a library lesson and story
3. Work collaboratively with grade level teams to feature book selections and library lessons that link to curriculum units of study
2. Maintain library collection - Acquisition, placement, circulation and maintenance of library resources
3. Maintain catalog and check-in/check-out system for books
4. Actively promote reading and literacy skills through activities including reading challenges, literacy nights, book clubs and special events
5. Organize and manage two book fairs per year, one elementary and one for young adults
8. Incorporate technology, as appropriate, into the library environment
10. Work cooperatively with library volunteers; organize, train and coordinate tasks

It is the policy of the Parker Core Knowledge (PCK) to seek and employ the best-qualified personnel without regard to race, religion, color, creed, national origin, citizenship, age, sex, marital status, or disability. Furthermore, it is PCK's policy to ensure equal opportunity for the advancement of staff members and equal treatment in the areas of upgrading, training, promotion, transfer, layoff, and termination.