



SOMERS PUBLIC SCHOOLS

Job Description **Mabelle B. Avery Middle School** **Library Media Specialist**

TITLE: Library Media Specialist

REPORTS TO: MBA Administration

OVERVIEW: The Library Media Specialist provides leadership and support in the development and implementation of a comprehensive library media program that promotes student learning, literacy, research, critical thinking, digital citizenship, and responsible use of information and technology. The Library Media Specialist creates an inviting, inclusive, and student-centered learning environment that encourages curiosity, creativity, collaboration, and a lifelong love of reading and learning. The position works closely with teachers and administrators to integrate library media resources and information-literacy skills into the curriculum and to support the academic and developmental needs of middle school students.

REQUIRED QUALIFICATIONS:

Education:

- Minimum of a Bachelor's Degree required

Certifications:

- Valid Connecticut Teaching Certification in **School Library Media Specialist (062) or Librarian (048)**

DUTIES & RESPONSIBILITIES:

- Develop, implement, and evaluate a comprehensive library media program aligned with district curriculum, school goals, and Connecticut standards
- Provide instruction in information literacy, research skills, digital literacy, media literacy, and responsible use of information and technology
- Plan and teach a Digital Literacy class to meet the State of Connecticut standards around the ethical and safe use of artificial intelligence and other digital tools.
- Manage the distribution, record-keeping, and maintenance of the 1:1 student Chromebooks in accordance with school and district policy.
- Collaborate with classroom teachers to plan and deliver lessons and learning experiences that integrate library resources, research skills, literature, technology, and content-area curriculum
- Direct and support the library Media Center paraeducator to optimize daily operations and effectively meet student and staff needs.
- Teach students how to locate, evaluate, interpret, synthesize, and appropriately use information from print and digital sources
- Promote digital citizenship, including responsible, ethical, safe, and effective use of technology and online resources

Vision: The Somers Public Schools strives to be an exceptional and innovative educational community.

Mission: Prepare each student to contribute and succeed in an ever-changing global society.

- Provide instruction regarding copyright, plagiarism, source evaluation, citations, privacy, and ethical use of information
- Develop and maintain a diverse, current, and age-appropriate collection of print, digital, and multimedia resources that reflects student interests, curriculum needs, and a variety of perspectives
- Evaluate, select, acquire, organize, catalog, circulate, and maintain library materials and resources in accordance with district procedures and professional standards
- Establish and maintain an inviting, organized, accessible, and student-centered library environment
- Encourage independent reading and foster a culture of literacy by promoting books, authors, genres, and other resources appropriate for middle school students
- Provide individual and small-group assistance to students in selecting appropriate reading materials, conducting research, and accessing information
- Support students in developing effective research strategies and independent learning skills
- Teach students to use library databases, online catalogs, digital resources, research tools, and other educational technologies effectively
- Integrate appropriate technology and emerging resources to enhance student learning and engagement
- Collaborate with teachers, administrators, and other staff members to identify and address instructional and resource needs
- Provide professional support and guidance to staff regarding library resources, instructional technology, research tools, literature, and information literacy
- Assist teachers in locating and evaluating instructional resources that support curriculum and student learning
- Maintain accurate records related to library materials, circulation, inventory, acquisitions, and other program responsibilities
- Establish and communicate procedures that promote appropriate use of library facilities, materials, equipment, and technology
- Monitor student behavior and maintain a safe, respectful, and productive learning environment
- Support students' social, emotional, and academic growth through literature, inquiry, collaboration, and access to appropriate resources
- Participate in school and district committees, professional learning opportunities, and activities as assigned
- Maintain professional knowledge and skills through ongoing professional development and awareness of current trends, research, technologies, and best practices in school library media programs
- Support district initiatives, policies, procedures, and educational goals
- Other duties and responsibilities as assigned by the Superintendent of Schools

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility.

WAGES & BENEFITS: In accordance with current SEA collective bargaining agreement

HOURS: In accordance with current SEA collective bargaining agreement

8/2026

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