

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Library/Media Center Director - Secondary Level

**Supervisor:** Building Administrator

**FLSA Status:** Exempt

**Employee Group:** Certified

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#### Qualifications:

1. Valid Illinois Professional Educator License currently registered applicable to teaching level assigned and teaching field(s)
2. School library media endorsement or proof of progress toward achieving endorsement with valid transcripts

#### Terms of Employment:

- Nine (9) month contract unless otherwise specified

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Create a positive and inviting learning climate in the Library/Media Center.
2. Develop long-range and short-range plans for the Library/Media Center program.
3. Provide training for students and staff in the effective use of the Library/Media Center.
4. Develop practices and procedures for Library/Media Center use and maintain a schedule of class activities.
5. Determine, communicate and enforce rules of conduct for students in the Library/Media Center.
6. Provide curricular support and consultation to teachers.
7. Assist staff in operation of AV equipment.
8. Serve as liaison to the local public library and state library system.
9. Administer the Library/Media Center budget including the acquisition of new materials and following up on outstanding orders.
10. Maintain records of all Library/Media Center holdings and update MARC records to reflect current usage.
11. Administer collection development through effective use of selection, de-selection, and inventory procedures.
12. Supervise assistants in Library/Media Center operations and provide input into evaluation of Library/Media Center Assistants.

13. Respond to book and media challenges in accordance with District policy.
14. Develop and implement practices and procedures which ensure that access to information is not impeded; interpret laws and district policies regarding information, i.e. copyright, internet, fair use, etc.
15. Keep current with best practices and requirements as they relate to your job assignment.
16. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.