



DUTIES AND RESPONSIBILITIES OF
LEARNING SPECIALIST

Primary Function

The position is responsible for teaching students grade-level standards using the unique resources of the media center. The learning specialist will facilitate project-based learning, collaborate with teacher, and facilitate the media center's literary program.

Duties and Responsibilities

1. Provide direct instruction to students and facilitate their mastery of grade-level standards;
2. Collaborate with other teachers, community members and administrators to provide coordinated learning opportunities that meet grade-level standards.
3. Deliver and coordinate staff development and other group training in the use of the media center, its technologies and its programs;
4. Use software, technology and media to provide instruction, training assessment, and project-based learning;
5. Organize and maintain procedures for revising, updating and refining collection of books, resources, and other media;
6. Provide guidance in the availability of resources;
7. Coordinate the work of the clerical assistants and volunteers who are assigned to the media center and ensure the continuous delivery of quality instruction.