



COYLE PUBLIC SCHOOLS

“HOME OF THE BLUEJACKETS”

P.O. Box 287
Coyle, Ok. 73027
Phone: 405-466-2242
www.coyle.k12.ok.us

Job Description: Library Aide / Media Specialist

Position Title: Library Aide

Location: Coyle Public Schools, Coyle, Oklahoma

Reports To: Administration

Employment Type: Certified Staff Preferred; Adjunct Applicants Considered

Qualifications:

- Valid Oklahoma Teaching Certificate.
- Knowledge of current library science practices, instructional technology, digital literacy, and information management.
- Strong organizational, communication, and interpersonal skills.
- Experience working with students and staff in an educational setting preferred.

Job Summary:

The Librarian/Media Specialist provides leadership in developing, maintaining, and promoting a comprehensive school library media program that supports the instructional goals of Coyle Public Schools. The Librarian/Media Specialist fosters a love of reading, promotes information literacy, collaborates with teachers to enhance instruction, and integrates technology and digital resources to support student achievement.

Essential Duties and Responsibilities:

- Develop and maintain a library media program that supports district curriculum and educational goals.
- Promote literacy, reading engagement, and lifelong learning among students.
- Select, acquire, organize, and maintain library collections, including print, digital, and multimedia resources.
- Collaborate with teachers to integrate library resources, research skills, and information literacy into classroom instruction.

HONORING OUR PAST ~ BUILDING OUR FUTURE ~ STRENGTHENING THE HIVE

- Provide instruction in library skills, research methods, digital citizenship, and responsible technology use.
- Assist students and staff in locating, evaluating, and utilizing information effectively.
- Manage library circulation, cataloging, inventory, and collection development processes.
- Maintain a welcoming, organized, and student-centered library environment.
- Support the use of instructional technology and digital learning tools throughout the district.
- Coordinate reading initiatives, book fairs, literacy events, and other programs that encourage student engagement.
- Develop and maintain library policies and procedures in accordance with district guidelines.
- Prepare reports, maintain records, and manage library budgets as assigned.
- Stay current on developments in library science, educational technology, and literacy instruction.
- Attend faculty meetings, professional development activities, and district events as required.
- Perform other duties as assigned by the Principal or Superintendent.

Physical Requirements:

- Ability to stand, walk, bend, lift, and carry library materials and equipment weighing up to 10 pounds.
- Ability to operate computers, audiovisual equipment, and other instructional technology.
- Ability to perform duties in a school environment with frequent interaction with students and staff.

Working Conditions:

- School library/media center and classroom environments.
- Occasional evening or after-school events and activities.
- Frequent interaction with students, staff, parents, and community members.

Mission Alignment:

The Librarian/Media Specialist supports the mission and vision of Coyle Public Schools by fostering literacy, encouraging academic excellence, promoting innovation, and helping students become responsible, informed, and lifelong learners while honoring our past, building our future, and strengthening the Hive.

Application Process

Interested candidates should submit a resume, cover letter, and copies of their teaching certification and transcripts to Colby Cagle at ccagle@coyle.k12.ok.us.