

MARION COUNTY JOB DESCRIPTION

Position Title: Media Specialist	
Department: Media Services	
Reports To: Principal	
Approved By: Marion County Board of Education	Date:

SUMMARY: Plans and established media program, goals and outcomes in accordance with building curriculum and district and state guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Demonstrates proficiency in the management and administration of the library media center.

- Plans long-range goals of the library media center program with faculty, administration, and students.
- Plans the budget with the administration, school-based councils and/or advisory committees, based on the needs and objectives of the library media center program.
- Administers the budget according to the goals and objectives of the program.
- Meets periodically with the principal to evaluate and discuss short-range goals and accomplishments for improving the library media center.
- Develops library media center policies, e.g. materials selection, collection development, circulation, challenged materials, copyright, and technology.
- Administers a library media program that utilizes flexible access.
- Develops plans for maintaining a technologically current facility and program.
- Organizes, classifies, and catalogs library materials; following nationally recognized professional standards such as AACR2(Anglo American Cataloging Rules), latest edition Dewey or Library of congress, MARC format.
- Solicits suggestions from and communicates with faculty and students about services, materials, programs, and facilities.
- Evaluates programs, services, facilities, and materials informally and formally on a continuous basis-identifying strengths and weaknesses.
- Organizes and maintain the library media center as a functional, attractive, safe and orderly environment for optimal use by students and faculty.
- Publicizes the library media center programs, services, and materials through newsletters, announcements, and other innovative ways.
- Is responsible for the proper use of the facility, materials, and equipment.
- May plan and/or participate in special projects or proposals, e.g. book fairs.
- Trains and supervises library media center clerical staff, volunteers, and student helpers.

Provides exemplary resources through collection development.

Follows the district approved selection policy, which includes a procedure for the reconsideration of materials.

Possesses broad knowledge of the school curriculum and plans with teachers and administration for development of collection of materials to support the curriculum.

Chooses materials using selection tools, bibliographies, periodical reviews, workshop and professional judgement recommendations.

Maintains a professional collection.

Demonstrates competency in selection, acquisition, circulation, and maintenance of materials, technology, and equipment, which support the school's curriculum and educational philosophy.

Keeps a card or automated catalog current.

Maintains statistical records and shelf list needed to verify collection of the library.

Makes general repairs, weeds collection, and takes annual inventory.

Provides effective library media services.

Exercises a leadership role and serves as a catalyst in ensuring the library media center is central to the instructional program of the school.

Maintains flexible use of the library media center by individuals, small groups, and large groups for research, browsing, recreational reading and listening.

Participates as a member of the instructional team(s) in curriculum development projects and plans regularly with teachers.

Provides the leadership and expertise for the incorporation of information and instructional technologies into the school curriculum.

Provides training to staff in use of new materials, technology, and equipment, demonstrating practical applications for curriculum connections.

Supports classroom teachers as a consultant in the development of instructional units, activities, and curriculum with print and non-print materials.

Assists faculty in the selection of materials to supplement classroom instruction.

Establishes positive rapport with staff and students.

Makes the library media center and its resources accessible to students and faculty.

Provides orientation for new faculty and students.

Maintains effective communication with staff and students, e.g., informs faculty and students of new acquisitions and services.

Facilitates the circulation of materials among schools in the district or with other agencies.

Is available as a personal resource for all students and faculty.

Provides the resources and promotes recreational reading for the school community.

Enables students to become effective information users.

Plans and implements a library media center program of library information literacy in collaboration with classroom teachers toward the achievement of the goals of KERA and the academic expectations.

Informally evaluates individual and group needs and provides appropriate learning experiences.

Creates a climate conducive to learning in which students display initiative and assume a personal responsibility for learning and conduct.

Provides for independent and cooperative group learning.

Guides students in the selection of appropriate resources.

Helps students to develop habits of independent reference work and to develop literacy in the use of reference materials in the relation to planned assignments.

Promotes appreciation of various forms of literature emphasizing the highest quality.

Encourages students to develop lifelong reading, listening, viewing, and critical thinking skills and to become skilled in all modes of communication.

Incorporates the use of technology in accessing information.

Assists students in the use of multi-media for completed project.

Assumes responsibility for professional growth practices.

Follows the school's policies and procedures.

Promotes compliance with the copyright law.

Handles concerns of other in a positive and professional manner in order to protect the users' rights to privacy and confidentiality.

Attends local professional growth activities and meetings.

Demonstrates commitment by belonging to professional library organizations and attending the meetings, workshops, conferences, and other activities related to the field.

SUPERVISORY RESPONSIBILITIES: Supervises students and student helpers.

Directs media assistant's interaction with staff/students.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations of may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: Appropriate KDE Certification in library media specialist.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with appropriate mathematical concepts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching Certificate

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently sit and stand and almost continuously walk. The employee is occasionally required to stoop, kneel, reach forward and above the head. The employee will occasionally lift and/or move up to 50 pounds such as boxes of books and AV equipment. Specific vision abilities required by this job include close vision. The employee regularly interacts with students, staff, and parents in addition to meeting multiple demands and deadlines from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet and work is performed indoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

FileName;Media Specialist