

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Media Specialist</b>
<b>Department:</b>	<b>School</b>
<b>Reports to:</b>	<b>Building Principal</b>
<b>Supervises:</b>	<b>Potentially Media Clerk</b>

### Description of job:

#### Summary of Responsibilities:

Provide educational services to teachers, students, library clerks and the community. Provide the overall leadership necessary to support the operation of a school library media center.

#### Essential Functions:

**1. Information Specialist:** Develop instructional programs and services for students and staff to ensure their ability to access, evaluate, and communicate information. Includes, but is not be limited to, the following:

- Provide access to materials in all formats.
- Provide access to a full range of technology.
- Provide reference services and assistance in identifying and locating information in support of curricula.
- Provide information and the application of emerging technologies related to the educational process.
- Provide access to and assistance in using technological informational resources such as computerized databases and online services of information networks.
- Assist in delivering digital citizenship to students.
- Assist in delivering typing skills when appropriate.

**2. Teacher:** Share expertise with students, teachers, library clerks and student assistants. Teaching activities include but are not limited to the following:

- Provide continual integration of library media skills and services into the curriculum.
- Develop an instructional program focusing on informational research, evaluation and communication.
- Develop programs that encourage the love of reading and the appreciation of literature both for information and recreation.
- Provide opportunities to develop listening skills and visual literacy.

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- Develop programs to inform the teaching staff of the services and opportunities provided by the library media center.
- Provide instruction in library media skills and resources correlated with grade level curriculum.
- Provide instruction in the operation and application of library media center technologies.

### **3. Instructional Consultant:**

- Provide leadership and expertise working with classroom teachers in planning effective connections between the library media center and the classroom to support various learning styles, learning rates, and teaching strategies.
- Maintain a broad knowledge of curriculum across grade levels and content areas to provide informational links with library resources.
- Advise faculty and library clerks in the application of a broad spectrum of library media informational resources and technology as it relates to the instructional process.
- Provide expertise in the selection of material which represents a wide range of viewpoints, cultures, grade levels and interests.
- Provide research and resources to curriculum committees.
- Prepare bibliographies, reading lists and curriculum support materials for students and staff.
- Select, preview and demonstrate instructional material as related to the Library Media Center.

### **4. Program Manager:**

- Evaluate and select new library media center materials, both print and non-print.
- Train library clerks and volunteers to assist in providing services in the library media center.
- Order, receive, verify, catalog and process materials for circulation following established procedures in accordance with budgetary controls and constraints.
- Arrange and display library materials.
- Publish and disseminate information pertaining to new acquisitions.
- Review collection periodically, taking necessary action to maintain library materials in current as well as good condition following established procedures.
- Perform library year-end activities such as inventory.
- Work daily with Chromebooks. Send out student repairs, lend out daily Chromebooks, assist with investigation of Chromebook issues as appropriate.

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- Develop media center spaces that are supportive of student collaboration.
- Coordinate with other library media specialists and building principal to schedule and plan library media center services and programs.
- Maintain an on-going professional development program in library media services.
- Maintain a working relationship with town library system through use of technology and personal interchanges.
- All other tasks assigned by the Principal.

<b>Protective Personal Equipment:</b>	n/a				
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
<b>Driving Requirements:</b>	None:	Manual: Possibly	Automatic: Possibly		

Work Environment	
<b>Floor Surface:</b>	Tile and/or carpet
<b>Inside:</b>	Up to 100%
<b>Lighting:</b>	Incandescent or Fluorescent
<b>Vibration:</b>	n/a

### PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.				X		
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			x			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

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<b>PUSHING/PULLING</b>						
Maximum push/pull: 35 lbs.						
<b>WEIGHT or FORCE</b>	<b>Never</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constant</b>	<b>Distances</b>	<b>Description of object</b>
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.		X				

<b>ACTIVITY</b>	<b>Never</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constant</b>	<b>Comments</b>
Sitting			X		
Standing			X		
Walking			X		
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

**FREQUENCY KEY:** *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

### Qualification Requirements:

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

### **Requisite Skills: Demonstrated knowledge of the following:**

- \* Characteristics, use and design of information systems, including both information sources and information retrieval systems utilizing existing and emerging technologies
- \* Selection, acquisition, organization and maintenance of information systems.
- \* Development of programs to support curricula including the planning, implementation and

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evaluation of the organization and management of a school library media center.

- \* Theory and methods of curricula development with a focus on selection, adaptation and production of instructional materials.
- \* Planning, organizing, supporting, and managing library instructional media programs offered by the school library media center.
- \* Federal and state laws and regulations pertaining to library/media materials, their access and reproduction.
- \* Selection, maintenance and presentation of literature collections for students in support of the district's mission, beliefs, and curricula.

### Education and/or Experience:

MLS in Library and Information Science from an accredited institution, with course work and experience in information technology and computer literacy.

### License/Certificate/Certification:

Valid Rhode Island Librarian/Media certification

### Technological and/or Technical Skills:

Skilled in using MS Office: Word, and Excel. Proficient in Google Platform and Google Classroom.

### Communication Skills:

Ability to communicate effectively with all levels within the organization including Administration, staff and peers.

### Planning Skills:

Demonstrable ability to effectively handle issues utilizing a problem solving approach. Capability of responding simultaneously to a variety of requests from staff members, students and administrators (multi-tasking)

### Interpersonal and Problem solving skills:

Ability to interact with administration, staff and students in an effective and pleasing manner. Ability to effectively handle issues utilizing a personable problem solving approach.

### Terms of Employment:

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Per NEA NK Contract

### **Evaluation:**

Per NEA NK Contract

**Date: 10/2016**