

# **MEDIA SPECIALIST**

## **GENERAL RESPONSIBILITIES**

Under direction of the school principal, oversees library/media operations by maintaining library collection controls, documenting losses and monitoring procedures; implementing age appropriate programs for students utilizing library resources; selecting appropriate items in support of classroom instruction; administers system reading programs; and instructing students on the proper use of the library resource. Other responsibilities include; working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions.

## **ESSENTIAL TASKS**

- Operate specialized computer system for circulating media center materials.
- Assist students with instructional tasks.
- Staff circulation desk.
- Assist and instruct students with book selection; charge and discharge books.
- Assist students with location and use of media center materials.
- Maintain and organize periodicals.
- Control status of books in circulation; check on overdue books.
- Generate overdue and other computerized reports.
- Shelve returned books; replace incorrectly shelved books; label and mend books.
- Process new materials.
- Circulate media center equipment and materials; operate media center equipment.
- Create bulletin board displays.
- Inventory all media center materials.
- Maintain computerized records.
- Receive telephone calls and walk-in patrons; provide information and assistance, or direct to appropriate staff member.
- Perform related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: keyboarding; age appropriate activities; concepts of grammar and punctuation; stages of child development; and standard office software. May be required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: working as part of a team; adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; establishing effective relationships; meeting deadlines and schedules; setting priorities; working with detailed information/data; and working with frequent interruptions.

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree in applicable field of education from an accredited college or university. Must have or be eligible for a teacher license from the Georgia Department of Education. A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.