

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Media Specialist

**FLSA:** Exempt

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### GENERAL SUMMARY

Under general supervision designs and maintains a media center program. Updates library materials, maintains library records and provides assistance to library patrons. Conducts lectures on a wide variety of subjects relating to Library Science. Reports to the Principal.

### ESSENTIAL FUNCTIONS

Teaches effective use of the media center and its materials through library skills instruction; assists students and faculty in locating and selecting materials; promotes reading through various activities appropriate to student age.

Coordinates and schedules the teaching of classes and student groups, and equipment use time with teachers.

Instructs students in research and reference skills and automated card catalog use; provides periodical storage and an updated vertical file for student and faculty research.

Purchases and organizes print and non-print material, software, and audio-visual equipment to support the school curriculum coordinated with administrators, faculty and approved selection sources.

Classifies, catalogues and processes all materials and equipment coming into the media center; backs up the automated library system; manages the circulation of books, equipment, audio visuals, etc.

Undertakes an annual inventory of all media center materials and audio visual equipment. Provides live and taped educational television and radio programs to classes and staff.

Ensures the media center and its materials and staff are easily accessible to students and school personnel; repairs and maintains all media center materials and equipment; ensures the media center is neat and attractive so that it will be conducive to study, research, reading, learning and good behavior; evaluates and constantly looks for ways to improve the media center and its services.

Establishes a professional collection for faculty and staff. Participates in curriculum planning and other staff developmental programs. Participates in faculty and professional meetings and educational conferences.

Confers with faculty, parents, public librarians, and community organizations to develop programs to enrich student communication skills.

Instructs students in the proper selection, use, care and/or operation of books, automated card catalog, CD-ROM equipment, library software, etc.

Supervises activities of assigned Media Assistant(s) which involves such duties as planning and reviewing work, and providing instruction, guidance and training.

Constructs and administers a detailed budget coordinated with administration and faculty members. Prepares various records and forms such as purchase orders, work orders, discipline reports, library schedule, budget requests, etc.

Operates general office and library equipment such as computer, copier, calculator, audiovisual equipment, typewriter, etc.

Interacts with students, parents, coworkers, administrators, and the general public, in a positive and effective manner.

Performs other related duties as required.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

Master's Degree in Library Science, Information Science or a related area or discipline; or any equivalent training and experience which provides the required knowledge, skills and abilities. Must possess valid teacher certification, certification in Library Science, and a valid South Carolina driver's license.

### **Knowledge:**

Knowledge of the policies, procedures and activities of the school district which pertain to the specific duties and responsibilities of the position. Knowledge of the methods for developing materials which stimulate learning. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of proper maintenance of equipment, materials and supplies used in daily activities. Knowledge of training methods used in teaching concepts and skills of research, equipment use, etc. to students. Knowledge of computers and other equipment used in library activities. Knowledge of research and reference skills. Knowledge of how to conduct an inventory and construct and administer a budget. Knowledge of the methods used in classifying, cataloguing and processing all library materials. Knowledge of available materials that will support the school curriculum.

### **Skills/Effort:**

Ability to provide instruction to students through explanation, demonstration and/or supervised practice. Ability to supervise students and maintain order in an out-of-classroom situation. Ability to operate general office and library equipment in the performance of daily activities. Ability to conduct an inventory and construct and administer a budget. Ability to classify, catalogue, and process all library materials. Ability to purchase appropriate materials for the media center. Ability to communicate effectively with students and their parents, district staff, teachers, and all other groups involved in the activities of the job. Ability to provide training, instruction, and guidance to media assistant(s).

**Working Conditions:**

Conducts duties in a media center environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to work requiring occasional lifting or moving of items weighing up to fifty pounds. Some local travel is required. Job requires the operation of computers and library equipment.

**Responsibility:**

Responsible for Media Center budget construction and administration.  
Supervises students and media assistant(s) in media center.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_