

# Hyde County Schools

## MEDIA SPECIALIST/LIBRARIAN

### NATURE OF WORK

Under general supervision, coordinates and directs the activities of school library media support personnel and volunteers. Provides the leadership and instructional resources and services for implementation of a school library media program that serves as an integral part of a student- centered educational process.

### DUTIES AND RESPONSIBILITIES

Assesses learning and information needs of students and staff.

Plans and works collaboratively with teachers.

Instructs students and staff in the effective use of ideas and information and incorporates information literacy into day-to-day instruction.

Advocates and promotes reading and lifelong learning.

Leads in the school's use of instructional technology to enhance learning.

Works with the principals and school leadership team to provide flexible access to school library media center resources.

Creates and maintains an environment conducive to learning.

Encourages the widest possible use of print and electronic resources and services--within the school library media center, throughout the school, and through remote access.

Leads teachers, technology staff, and students in a collaborative process to select and evaluate resources that address curricular needs and learning goals of students and teachers in the information age.

Keeps accurate inventories of print, non print, and technology materials and equipment.

Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning.

Collaborates with teachers, administrators, and students to advance understanding of 21<sup>st</sup> century

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skills.

Implements an ongoing collection development and evaluation process, in collaboration with the Media and Technology Advisory Committee that focuses on a variety of formats and resources to meet diverse learning needs.

Adheres to copyright as well as other laws and guidelines pertaining to the distribution and use of resources.

Advocates the principles of intellectual freedom and ethical behavior.

Works with school staff to design and implement short- and long-range plans to ensure balance among teaching, instructional technology, collaboration, collection development, and program management.

Evaluates the school library media program on a continual basis according to accepted standards of quality.

Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources.

Leads in the budgetary process of the school through the Media and Technology Advisory Committee to ensure equity of access to instructional materials.

Leads the Media and Technology Advisory Committee in effective decision making to promote the school library media program.

Interacts effectively with students, staff, administration, and the general public to promote and expand the school library media program.

Demonstrates professional integrity through ethical behavior.

Prepares and submits accurate reports as required.

Carries out assigned non-instructional duties and adheres to established laws, policies, rules, and regulations.

Completes random moment in time studies as required by MAC program guidelines.

Performs other related work as required.

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## **MINIMUM TRAINING AND EXPERIENCE**

Master's degree in Instructional Technology, Library Science or a related field and must qualify for North Carolina Library Science licensure.

## **ESSENTIAL JOB FUNCTIONS**

Must be physically able to operate a variety of equipment including computers, copiers, audio-visual machines, etc. Must be able to exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics of data, people, or things.

Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, or directions from supervisors.

Requires the ability to read a variety of correspondence, reports, forms newsletters, procedures, etc. Requires the ability to prepare correspondence, reports, forms, position statements, overheads, meeting summaries, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable for performing under stress and when confronted with emergency situations.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of library media terminology and appropriate uses of media and technology to enhance instruction and achievement.

Knowledge of personnel and marketing terminology.

Considerable knowledge of the current literature, trends, methods and developments in the area of media and instructional technology.

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Considerable knowledge of the principles of organization and administration.

General knowledge of the School Board policies, procedures, and standards regarding education.

General knowledge of the North Carolina Standard Course of Study.

Ability to custom-design instruction based upon student achievement data.

Ability to identify and evaluate new and emerging technologies.

Ability to use common audio-visual materials.

Ability to use common office machines and specific computer driven word processing, spreadsheet, Webpage construction, research and file maintenance.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to develop budgets from program implementation.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

**REPORTS TO:** Campus Principal/Director of Instruction

**FSLA STATUS:** Exempt

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

