



## Media Specialist

Hired by: Principal  
Evaluated: Annually  
Schedule: 10 months

Report to: Principal  
FLSA: Exempt  
Supervises: students

It is the basic objective of Media Center Specialist to provide accessible tools for students and staff to direct, enhance, and support the learning process. Knowledge of curricular areas is essential in order to serve the interdisciplinary needs of the learning community. It is the goal of the Media Center Specialist to work in a flexible environment, collaborating with staff, teaching skills to students and staff, and maintaining the holdings of the Media Center.

### QUALIFICATIONS

#### Skills, Knowledge and Abilities

- Effective oral and written communication skills.
- Ability to demonstrate effective interpersonal relationships with students, staff, and parents.
- Ability to organize, catalogue, display, distribute and produce instructional materials.
- Ability to select and provide access to a wide variety of materials which meet the needs of various learning situations.
- Knowledge and ability to teach information and technology literacy needed for independent learning.
- Ability to provide an environment conducive to quick accessibility, good study habits, and development of proficient media users.
- Ability to be flexible in order to accommodate teachers, students and parents
- Knowledge and ability to work with technology and assist integration in the classroom.

#### Education

- Minimum B.S. or B.A. in Elementary/Secondary Education including library science/media hours to meet State Certification standards.
- Additional graduate work in related area is highly desired.

#### Certification

- A valid State of Ohio certification in Elementary or Secondary Education and appropriate media endorsement.

#### Experience

- Experience in elementary or secondary education and demonstrated knowledge of technology use and integration.

## **RESPONSIBILITIES**

### Use of Information and ideas

- Informs students and staff of available technology/media and assist with its integration in the classroom.
- Assembles collections of media that support the curriculum.
- Is aware of cultural diversity/gender fair criteria in the selection and recommendation of materials.
- Promotes ethical and efficient information seeking behaviors
  - Models a variety of effective research techniques for a variety of formats for diverse purposes.
  - Models and practices legal and ethical practices.

### Teaching and learning

- Familiar with curriculum content and instructional practices within the building
- Supports teachers to provide instructional strategies and resources in teaching information and technology literacy skills.
  - Promotes the development of good reading habits.
  - Is knowledgeable about current trends in education.
  - Attends appropriate staff and department meetings.

### Program administration

- Provides media
  - Solicits input from teachers and students concerning media needs.
  - Selects and maintains media that will compliment and supplement district curriculum.
  - Selects materials for a variety of student/staff interests, learning styles and reading levels.
- Maintains an accurate and current inventory of media materials and equipment
- Prepares materials for circulation
  - Catalogs, classifies and organizes media according to accepted standards and ready accessibility.
  - Supervises the processing of materials and circulation of media.
- Coordinates building-wide resources for proper use and formatting of citation
- Educates teachers and students on plagiarism and copyright protection

**Physical Requirements**

<b>WORKING ENVIRONMENT</b>	<b>RARELY</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Outdoor Duty				
Cold (50 deg. F or lower)	X			
Heat (90 deg. F or higher)	X			
Chemicals/Solvents		X		
Noise		X		
High stress			X	
Interruptions		X		
Overtime necessary			X	
Climbing stairs		X		
Crawling	X			
Standing/Sitting/Walking/Bending				X
Running	X			
Kneeling		X		
Reaching over shoulder			X	
Pushing/Pulling	X			
Lifting/Lowering/Carrying				
Up to 20 lbs.			X	
Up to 50 lbs.	X			
More than 50 lbs.	X			
Telephone				X
Fax/Copier		X		
Computer/Printer				X
AV Equipment		X		
Other (please list)				
Summon emergency help	X			
Apply CPR/First aid	X			
Lead field trips		X		
Communicate data				X
Prepare reports			X	
Driving	X			

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature