

**SURRY COUNTY PUBLIC SCHOOLS  
MEDIA SPECIALIST  
JOB DESCRIPTION**

Job Title: Media Specialist  
Salary Index: 1.00  
Reports to: Principal or designated administrator  
FLSA Status: Exempt

**SUMMARY**

Performs difficult professional work instructing students in library skills, operating a school media center and serving as a resource for instructional personnel and students; does related work as required. Work is performed under the general supervision of the Principal.

**ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.**

- Planning, overseeing, supervising and operating the media center; providing instruction in library skills; serving as media resource person.
- Evaluates, selects and orders new library materials;
- Assists teachers in the selection of books and other instructional materials;
- Maintains a comprehensive and efficient system of cataloging library and resource materials;
- Instructs students and faculty in the use of library, media and audiovisual materials and equipment; maintains equipment;
- Teaches essential library and reference skills;
- Counsels with and provides guidance to students with special reading problems or unusual intellectual interests;
- Publicizes the services of the library;
- Promotes appropriate conduct of students utilizing the library by establishing and enforcing rules;
- Performs general library duties relating to cataloging, reference, shelving, inventory and circulation;
- Troubleshoots television and computer problems in classroom; trains staff in use of multimedia retrieval system;
- Performs related tasks as required.
- Other duties as assigned by the principal or Board.

**SUPERVISES**

Staff members designated by the Board or the Superintendent

**EDUCATION and/or EXPERIENCE**

A Professional Teaching Certificate with an endorsement in the area assigned is required. No prior job experience is required. Other alternatives to the above qualifications that the Board may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS**

Involves limited physical tasks including lifting, and may involve operation of equipment such as computers, copiers, overhead projectors, etc.

**TERMS OF EMPLOYMENT**

Based on teacher salary scale and years experience

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on **Evaluation of Personnel.**

