



MEDIA SPECIALIST

Department: Instruction

FLSA Status: Exempt

GENERAL PURPOSE

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 JOB FUNCTIONS

- Plans, oversees, supervises and operates the media center.
- Provides instruction in library skills.
- Serves 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 material.
- Instructs students and faculty in the use of library, media and audio/visual 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 the use of multimedia retrieval system.
- Performs related tasks as required.
- Completes other duties as assigned by the principal or Board.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree required.
- A Professional Teaching Certificate with an endorsement in the area assigned is required.
- Other alternatives to the above qualifications that the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of digital and analog media systems.
- Knowledge of modern library and database research practices.
- Knowledge of various genres, formats, and forms of literature and media.
- Skill providing counsel and guidance to students with reading or learning disabilities and students with niche intellectual interests.
- Skill in the use and upkeep of administrative office equipment, up to and including: copiers, laminators, computers, etc.
- Ability to teach library and media skills.
- Ability to manage and organize numerous books, computer systems, reference systems, and physical media tools.
- Ability to train teachers and other school staff in the use of multimedia retrieval systems.

WORKING CONDITIONS

The employee will operate in an office environment where the lighting is mild and exposure to loud sounds is minimal.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, or feel and talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date