

## Position Guide Dawson County School System

<b>Title:</b>	
Media Specialist	
<b>Date Approved:</b>	<b>Date Revised:</b>
2/12/90	
<b>Reports To:</b>	<b>Terms of Employment:</b>
Principal	10 months
<b>Supervises:</b>	<b>Pay Schedule/Grade:</b>
	State + Local Supplement
	<b>Descriptor Code:</b>
<b>Qualifications:</b>	
Bachelor's Degree Appropriate certification as Media Specialist	

**Superintendent**



**Principal**



**Media Specialist**

**Performance Responsibilities:**

- Demonstrate command of field of library science and curricular applicable to school level.
- Establish media goals and plan media services with guidance of school media committee.
- Assist teachers in planning activities, centers, and/or assignments based on user needs.
- Prepare media budget proposals with assistance from school media committee.
- Implement media policies, standards, and procedures; organize media resources and arrange media facilities for optimum accessibility; create and foster a climate that motivates students and staff to use the media center and its resources; involve school media/curriculum committee(s) in selection and evaluation of media materials and equipment; coordinate the school media committee; elect, evaluate, acquire, circulate, maintain, and inventory media materials and equipment.
- Work with teachers to integrate media skills instruction with classroom content; assist students and staff in locating information and resources; instruct students and staff in use of equipment and production of materials as needed; supervise media clerk and volunteers; and promote media services resources.
- Seek feedback on media services, facilities, and resources.
- Use Management techniques which are appropriate to the particular settings such as group work, seat work, lecture, discussion, individual projects and others; maintain appropriate discipline; follow law, state board regulations, school board policy, administrative regulations and accepted school policies in maintaining discipline; maintain consistency in the application of policy and practice; be active in the supervision of students schoolwide.
- Work cooperatively with students, parents, school staff, and administration in a professional manner.
- Maintain clean and orderly learning environment where student work is exhibited and the bulletin board is in use.
- Use self-evaluation for the purpose of instructional improvement and is receptive to new ideas.
- Keep abreast of the changes in certification requirements and be prepared in time for renewal of certification.
- Dress appropriately for assigned duties.
- Will not abuse sick leave.
- Demonstrate a positive attitude toward and pride in the profession; present and receive construction criticism in a professional manner; and accept duties and responsibilities assigned by the principal or other administrative staff members and fulfill such duties in a professional manner.
- Complete all prescribed activities outlined in the Professional Development Plan according to time lines indicated.
- Assume all other duties as assigned by the principal or designee.