Title: Media Specialist

Date Approved: 2/12/90

Reports To: Principal

Supervises: 

Pay Schedule/Grade: State + Local Supplement

Descriptor Code: 

Qualifications:
Bachelor’s Degree
Appropriate certification as 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.