

MEDIA SPECIALIST

Position Title: Media Specialist

Department: Building

Reports To: Principal

PRIMARY PURPOSE:

The library media specialist plans, directs, implements, and evaluates the library program. Supervise and manage the school library/media centers. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems. Serve as teacher, materials expert, and curriculum adviser to ensure that library/media center is involved in instructional programs of the school.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from accredited college or university

Valid Arkansas teaching certificate

State certification as a school library media specialist.

Knowledge/Skills:

Knowledge of library science

Ability to instruct and manage student behavior

Strong organizational, communication, and interpersonal skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Establishes behavioral standards for students in the media center.
2. Assists students in becoming effective and discriminating users of library resources.
3. Helps students develop habits of independent reference work and skills in the use of reference material in relation to planned assignments.
4. Organizes library material, equipment, and facilities for effective and efficient utilization and circulation.
5. Plans, equips, and maintains attractive facilities.
6. Keeps the collection current within the constraints of the annual budget by purchasing quality print and non-print material.
7. Establishes an attractive and easily accessible media center that is conducive to learning.
8. Maintains the library catalog.
9. Maintains appropriate records of library materials.
10. Processes materials simply and efficiently.
11. Through a working knowledge of books and authors in the collection, assists students with reading selections.

12. Is aware of and supports the curriculum through collection development and assessment projects.
13. Provides leadership in all aspects of the school media program.
14. Develops a research and library skills program relating to the needs of the students.
15. Guides students in finding and using a wide variety of materials.
16. Attempts to instill in students the ability to be self-learners by promoting the spirit of inquiry and teaching effective fact-finding skills.
17. Plans with teachers, when appropriate, for meaningful and effective grade appropriate reference work and/or literature appreciation activities for their students.
18. Provide professional development in new and emerging technologies, use of appropriate technologies, incorporation of technology into the instructional program, and in the laws and policies pertaining to the use and communication of ideas and information, including copyright law.
19. Evaluates and selects materials needed to meet both the curricular and individual needs of students, teachers, and administrators who will be using the media center.
20. No less than one-third (1/3) of the library media specialist's time shall be spent as an informational specialist, allowing time for administrative tasks such as ordering books and materials, processing items for usage, planning finances and accountability, organizing, directing, and evaluating the library media program, and other management duties
21. Does a periodic inventory of all library collection as well as library AV equipment and library computers.
22. Provides basic instruction to staff or students for equipment use.
23. Maintains a working knowledge of software and technology equipment.
24. Supports teachers in preparing students for state testing.
25. Daily attendance and punctuality are required for the purpose of ensuring the goals of the work unit can be met.
26. Follows ethical and legal practices.
27. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES:

Students as assigned

WORKING CONDITIONS:

Mental /Physical /Environmental Factors:

Maintain emotional control under stress; climbing, stretching, frequent light lifting of books, boxes.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I _____ have received the job description of the position for which I was hired. I understand my job and all that is required.

Employee _____ Date _____

Supervisor _____ Date _____

Adopted