

Specialist, Media

Reports to: Principal
Division: School-Based

Structure/Grade: E-Schedule
Workdays: 190 Days

Position Summary

Administer and curate a diverse collection of media center resources to support instructional needs, promote information literacy, and foster a culture of reading and lifelong learning. Provide technology assistance as required. Perform work independently with minimal supervision, applying intermediate-level knowledge to serve as an experienced individual contributor.

Essential Job Duties

- Monitor and manage the library space to ensure open access to facilities and resources for students.
- Collaborate with teachers to integrate literacy and technology tools into the curriculum through planning and delivery of instruction.
- Curate a relevant collection of books, digital media, and research materials that support student learning and information literacy.
- Administer library operations, including circulation, budgeting, purchasing new materials, and maintaining an up-to-date collection.
- Promote reading and information literacy by organizing clubs and activities, providing both formal and informal instruction.
- Serve as an instructional partner by assisting with educational technologies in the classroom to enhance student learning outcomes.
- Manage library resources effectively so they are organized and processed efficiently, making them accessible for students and staff.
- Oversee administrative tasks such as webmaster duties, media production responsibilities, and bookkeeping tasks when necessary.
- Remain abreast of educational trends in technology integration as well as professional best practices for continuous improvement of services offered.
- Identify problems and resolve moderately complex issues as they arise.
- Make minor modifications to processes to enhance the performance of the department as appropriate.
- Ensure that all activities are conducted in compliance with relevant regulations, policies, and procedures.
- Perform additional duties as assigned.

Qualifications

- Master's Degree in Communications, Media Studies, Journalism, or Public Relations, or a related field with 3 - 5 years of relevant experience required.
- Valid Professional Standards Commission S-5 certificate or higher.

Knowledge, Skills, and Abilities

- Knowledge of library science practices, procedures, and terminology
- Good computer skills, and the ability to use all relevant software and media



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- Knowledge of book review sources
- Knowledge of children's literature, and the importance of reading in children's education
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Strong research skills
- Ability to build productive internal and external working relationships and to resolve mutual problems by collaborating on procedures or transactions
- Good analytical and problem-solving skills
- Effective oral, written, and interpersonal communication skills
- Ability to provide standard professional advice and create initial reports/analysis for review by experienced team professionals

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

Supervisory Responsibility

- None

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____