



ELK RIVER | OTSEGO | ROGERS | ZIMMERMAN

## POSITION DESCRIPTION ISD 728 ELK RIVER AREA SCHOOLS

### SECTION I: GENERAL INFORMATION

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| <b>Position Title:</b> Media Specialist  | <b>Department:</b> Education Services |
| <b>Immediate Supervisor's Position Title:</b><br>Building Principal  | <b>FLSA Status:</b> Exempt            |
|  | <b>Bargaining Unit:</b> Teacher       |
| <b>Job Summary:</b><br><p>A media specialist is authorized to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction; to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching; and to administer media center operations, programming, and resources.</p> |                                       |

### SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

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| <b>Duty/Responsibility No:</b>  | <b>1</b> | <b>Statement of duty/responsibility: Teacher/ Instructional</b><br>Develops curricula and delivers instruction based on technology and media literacy standards. |
| <b>Tasks involved in fulfilling above duty/responsibility:</b> <ol style="list-style-type: none"><li>1. Establish and maintain a learning environment in the media center.</li><li>2. Teach responsible and ethical access to and use of information.</li><li>3. Plan instruction and select strategies that help students read and understand content area texts and digital content.</li><li>4. Develop information and technology literacy curriculum.</li><li>5. Guide students in locating, processing, critically evaluating, and communicating information.</li><li>6. Provide reading, viewing, and listening guidance appropriate to the students' interests, goals, needs, and abilities.</li><li>7. Identify and apply current educational research, theory, and practice.</li><li>8. Teach basic knowledge of computers and related technology, including hardware, software, file management, care of equipment, and security.</li><li>9. Teach basic knowledge of digital communications, including graphics and multimedia production.</li></ol> |          |  |

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| <b>Duty/Responsibility No:</b> | <b>2</b> | <b>Statement of duty/responsibility: Instructional Partner</b><br>Collaborates with staff and provides professional development in the areas of media literacy and information technology. |
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| <b>Tasks involved in fulfilling above duty/responsibility:</b> <ol style="list-style-type: none"><li>1. Develop a collection of materials based on the curriculum and learner needs.</li><li>2. Assist teachers in the selection and evaluation of resources.</li><li>3. Create a literacy-rich environment that includes a variety of texts, print and digital, student artifacts, literacy instructional supports, and a physical arrangement that promotes literacy learning.</li><li>4. Formulate and conduct student learning activities that integrate the use of information and technology tools.</li><li>5. Serve as technology integrationist specialist who collaborates and consults in the curriculum and staff development to integrate technology into classroom curriculum.</li><li>6. Assist classroom teachers in developing information and technology literacy curriculum.</li></ol> |  |  |
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7. Assist classroom teacher in formulating curriculum and student learning activities that integrate the use of information and technology tools

**Duty/Responsibility No:**

- 3 Statement of duty/responsibility: Information Specialist**  
Manages and optimizes the access and utilization of information resources, ensuring ethical use and staying abreast of educational and technological advancements.

**Tasks involved in fulfilling above duty/responsibility:**

1. Acquire, catalog/process, organize, maintain, circulate, and inventory resources.
2. Identify and acquire resources beyond the media center to expand information access.
3. Maintain basic knowledge of managing information resources in accordance with national, state, and local standards and policies.
4. Model and teach responsible and ethical access to and use of information.
5. Disseminate information about educational and technological trends and legal developments.
6. Use research to determine the role of information and technology tools for communication.

**Duty/Responsibility No:**

- 4 Statement of duty/responsibility: Leader**  
Leads the strategic development and integration of the media program, focusing on collaborative planning, technological integration, and alignment with educational goals.

**Tasks involved in fulfilling above duty/responsibility:**

1. Develop and implement short-range and long-range plans for the information media program.
2. Collaborate, consult, and participate in the planning of the media center facilities.
3. Provide leadership and staff development in integrating information, technology and literacy strategies and resources into classroom curriculum.
4. As a member of building-level and district technology committees, collaborate with Digital Learning Specialists and Tech Mentors to plan professional development and technology integration that aligns to district and school mission and goals.
5. Incorporate community partners in creating learning opportunities.
6. Evaluate, select, and apply appropriate hardware, software, and other resources school wide.

**Duty/Responsibility No:**

- 5 Statement of duty/responsibility: Program Administrator**  
Administers the daily operation of the school media program.

**Tasks involved in fulfilling above duty/responsibility:**

1. Administer program budgets in a fiscally sound manner.
2. Monitor needs, usage, and trends to structure and justify program budgets.
3. Evaluate program, facilities, and resource collections.
4. Evaluate, select, and apply appropriate hardware, software, and other resources for the media center.
5. Evaluates and makes purchasing decisions around all library/ media center print and digital collections.
6. Provide basic knowledge of methods to manage technology, user access, and applications in an education setting.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| <b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>            |                               |  |   |   |
| <b>REQUIRED EDUCATION/TRAINING (choose one)</b>  |                               |  | <b>DEGREE INFORMATION:<br/>Type of degree: (B.S., M.A., etc.)</b>   |   |
|  | less than high school diploma |  | Required Bachelor Science Degree Media or Related Field<br>Preferred Master's Degree  |   |
|  | High school diploma or GED.   |  |   |   |
|  | 1 year college                |  | 2 years college   | Major field of study or degree emphasis:<br><br>Information Media<br>Library Media Specialist Masters of Science or Licensure |
|  | 3 years college               | X  | 4 years college   |   |
|  | 1st year graduate level       |  | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:<br><br>Strong understanding of information media and library science. |   |
|  | 2nd year graduate level       |  |   |   |
|  | Doctorate level               |  |   |   |
| <b>Required Work Experience in Addition to Formal Education/Training:</b><br><br>3-5 years teaching experience. Demonstrated experience providing staff development preferred. |                               |  |   |   |
| <b>Required Supervisory Experience:</b><br><br>n/a   |                               |  |   |   |
| <b>LICENSE/ CERTIFICATION</b>  |                               | <b>Identify licenses/certification required upon hiring:</b><br><br>Minnesota Teaching License: Library Media Specialist |   |   |

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| <b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b> | <b>Skilled in:</b>   |
|  | <ol style="list-style-type: none"> <li>1. Knowledge and understanding of library science including collection development and management.</li> <li>2. Understanding of key learning theories and methods of instruction and their relation to technology integration and literacy instruction.</li> <li>3. Design and deliver technology and media literacy curriculum.</li> <li>4. Facilitation skills with adult learners, both individually and in groups.</li> <li>5. Effective communication and collaboration skills.</li> <li>6. Knowledge of curriculum and instruction in a variety of content areas.</li> <li>7. Technology skills with computer software and hardware.</li> <li>8. Application of state and national standards in curriculum and instruction.</li> <li>9. Manage the daily operation of the school media program including budgeting and materials management.</li> <li>10. Troubleshoots technical systems and programs to assist teachers and students with various educational needs and challenges.</li> <li>11. Leadership skills and understanding of current and developing technology.</li> </ol> |

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|  | <p>12. Media skills necessary to develop a media program by applying theories and practices to selection and evaluation of materials, reading, listening and viewing guidance and current technologies.</p> <p><b>PREFERRED</b></p> <ol style="list-style-type: none"> <li>1. Experience and understanding of a library management system.</li> <li>2. Knowledge and experience managing research databases.</li> <li>3. Strong background in the use of Google Applications.</li> <li>4. Experience with learning management systems such as Schoology.</li> <li>5. Classroom integration and best practices using Chromebooks and iPads.</li> <li>6. Designing and implementing online and hybrid staff development.</li> <li>7. Understanding of technology integration models of learning.</li> </ol> |
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| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS |   |                |
|--|---|----------------|
|  | Titles of Positions Directly Supervised | # of Employees |
| 1  |   |                |
| 2  |   |                |
| 3  |   |                |
| <b>TOTAL</b>   |   |                |

| INDIRECT SUPERVISION:                                      |                 |
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| Number of employees indirectly supervised: Media Assistant | <b>Total: 1</b> |

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| <p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p> | <p>Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work involves continuous contacts and interactions with the public, staff, outside agencies, district administrators and others which can involve some disagreeable human interactions/conflicts.</p> |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities |       |                    |                   |                      |
|--|-------|--------------------|-------------------|----------------------|
| <u>Employee is required to:</u>  | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand  |       |                    | X                 |                      |
| Walk   |       |                    | X                 |                      |
| Sit  |       |                    | X                 |                      |
| Use hands dexterously (use fingers to handle, feel)                                |       |                    |                   | X                    |
| Reach with hands and arms  |       |                    | X                 |                      |
| Climb or balance   |       | X                  |                   |                      |
| Stoop/kneel/crouch or crawl  |       | X                  |                   |                      |

|   |   |   |  |   |
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| Talk or hear                                |   |   |  | X |
| Taste or smell                              | X |   |  |   |
| Physical (Lift & carry):<br>up to 10 pounds |   |   |  | X |
| up to 25 pounds                             |   | X |  |   |
| up to 50 pounds                             |   | X |  |   |
| up to 75 pounds                             | X |   |  |   |
| up to 100 pounds                            | X |   |  |   |
| more than 100 pounds                        | X |   |  |   |

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| <p><b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b></p> <p><b>Physical requirements associated with the position can be best summarized as follows:</b><br/>Teaching positions require standing, walking, and leaning. May also be required to climb in order to access equipment, shelf materials, bend and crawl to access networks or power plugs for computers and other equipment.</p> <p><b>Sedentary work:</b> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.</p> |
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#### SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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| <p><b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b></p> |                                 |
| <p>_____</p> <p><b>Department Head's Signature</b></p>   | <p>_____</p> <p><b>Date</b></p> |
| <p>_____</p> <p><b>Human Resource's Signature</b></p>  | <p>_____</p> <p><b>Date</b></p> |
| <p><b>Classification History:</b></p>  |                                 |