

MEDIA SPECIALIST

JOB SUMMARY: Instructs students in information literacy skills, plans and implements technology programs within the building, maintains library collections of books, serial publications, documents, audiovisual, and other materials, and assists groups and individuals in locating and obtaining materials by performing the following duties.

Essential Functions of the Job may include but are not limited to the following:

Instruction: Using the ISD 192 media curriculum and the Standards for effective School Library Media Programs:

- Create lessons and learning environments that are appropriate for all students with varying level of skills. Assess students' developmental, cognitive and social needs and provide developmentally appropriate instruction to meet those needs. Establish developmentally appropriate instructional and behavioral expectations for students and share with students and families. Regularly assess student learning by using multiple forms of assessment.
- Instruct students in information literacy: the location, evaluation, and proper use of information and reading materials; and in the proper use of media technology and software.
- Explains and assists in the use of reference sources such as the internet, databases, library catalog, or book and periodical indexes to locate information.
- Evaluates and recommends instructional resources for students.
- Facilitates technology in-services for teachers and assists teachers to use "cutting edge" and efficient technology as well as instruction regarding general media center organization.

Planning:

- Collaborates with administrators, teachers and students by recommending and planning for user needs in order to most effectively use media resources.
- Collaborate with peers to develop, plan and implement best practices based on the needs/abilities of students.
- Provides leadership to and assists teachers to integrate media, including print materials, the internet and other electronic information resources and technology into instructional assignments.
- Initiates interaction with and collaborates with teachers on reading instruction and promotion.

Management:

- Compiles/maintains an inventory of library, reference, circulation and technology materials.
- May makes budget/purchasing recommendations based on needs determined using standard professional book review sources, as well as receiving recommendations from teachers and students. Monitors and is responsible for media center budget.
- Purchases, processes, and organizes materials for circulation or for use in the media center.
- Plans, directs and/or carries out special projects involving library promotion and outreach activity (book fairs).
- Furnishes information to school staff, parents and students on media center activities, facilities, equipment, rules, and services.
- Recommends books and materials to teachers for use in classroom instruction.

Other Functions of the job may include but are not limited to the following:

- Assists teachers in evaluating instructional software for instructional software to ensure it meets district standards.
- May maintain or assist other employees to maintain the school building website.
- Assembles and arranges displays of books, bulletin boards and other library materials in order to promote a love of learning and emphasize the importance of media center in the school.
- Assists administrators and teachers with special reference requests.
- May supervise other staff or volunteers as directed.
- Participate in staff development as appropriate.
- Performs other responsibilities as directed or needed to accomplish the objectives of the total school program.

Knowledge, Skills and Abilities Required:

- Teaching license as media specialist or librarian. Prefer 3 years of teaching experience.
- Must possess a strong foundation for children and youth literature.
- Must have excellent customer service and interpersonal skills and the ability to communicate effectively both orally and in writing with employees at all levels in the organization. Proven ability to establish and maintain cooperative and effective working relationships with others.
- Ability to work independently with little work direction and complete work on time with many interruptions.
- Ability to learn, apply and explain applicable policies, procedures, rules and regulations of the district to employees and students.
- Must have exceptional technology skills including the ability to operate and troubleshoot with a variety of technology (computers, I-PADS, smart boards, LCD projectors, software, etc...) and teach adults and students how to use technology applications efficiently (word, excel power point, internet, web pages, I-PADS).
- Ability to solve practical problems and deal with a variety of concrete variables in complex environments.
- Regular attendance.

Physical Requirements:

Regularly required to sit, stand, walk, and move about the buildings as you communicate with others and assist staff with set up and operation of technology; operate a computer and other office equipment; reach with hands and arms, and must occasionally lift and/or move up to 25 pounds and kneel, crouch or crawl when working with technology equipment; vision abilities required include close vision.