



LAKELAND CHRISTIAN SCHOOL®

Job Description: Media Specialist

Classification: Staff

Schedule: 12 Month; Monday-Friday (12-Month Pay Cycle)

Supervises: No

Reports To: Head of Lower School

FLSA Status: Exempt

General Description

The Media Specialist is responsible for providing accessible tools for students, parents, faculty, and staff school-wide that direct, enhance, and support the learning process by teaching information and technology literacy in a flexible environment. Collaborate with teachers and staff to integrate information literacy competencies throughout the teaching and learning process while creating a fun, positive, educational environment.

Qualifications

1. Be a born-again Christian, active in leading and pursuing a quality of life consistent with the biblical model
2. Be active in local evangelical church that is supportive of the mission of Christian education and LCS
3. Have a Master's degree preferably in Library Science
4. Valid ACSI and Florida teaching certificate preferred
5. Exhibit the gift of teaching and personality that lends to effective instruction in the classroom, and positive relations with colleagues, administrators, and students
6. Be in agreement with the Lakeland Christian School Statement of Faith and staff qualifications

Essential Duties and Responsibilities

1. Create a welcoming environment that helps children fall in love with reading which includes read to children, reading with one another, and creating comfortable and developmentally appropriate areas to read/look at books. The area may not be silent, but students are on task.
2. Create an engaging learning experience tailored to meet the individual needs of students.
3. Provide instruction for students and staff in the use of print and electronic reference tools
4. Model and teach how to find information, evaluate its credibility, and how to use information ethically and responsibly, ultimately enabling informed decision-making and knowledge acquisition.
5. Teach media literacy and digital citizenship – teach students how to determine fact vs. opinion. AI vs. human. Fake vs. real.

6. Plan and teach library and research skills as an integral part of the curriculum. Create and follow a scope and sequence that aligns with state/national standards..
7. Partner and collaborate with teachers to integrate literature and technology within their units of study. When appropriate, lead lessons regarding research skills, and literacy lessons.
8. Communicate with the After School Supervision Director to create a schedule allowing students to visit the library as needed/requested with an employee, family member, caregiver, or tutor.
9. Create a consistent schedule on school days while implementing flexibility as needed and approved by the Head of Lower School and Middle School Principal. Ensure that all students and teachers (through middle school years) have access to the media center from at least 7:20-3:45 three days per week and from 7:40-3:45 the other two days of the week while implementing flexibility with times as needed and approved by the Head of Lower School. Lower Elementary students will need a parent to park and walk them to the media center.
10. During the summer, a welcoming and engaging atmosphere is created in the media center allowing families to come in and read with their children and check out books together. Summer AR goals and encouraging/creative ways to monitor progress of reaching goals are implemented and communicated with families.
11. Serve as a resource for teachers in supporting their classroom curriculum efforts.
12. Encourage and incorporate technologies appropriate to the library setting for purposes of instruction, using the library, and for library management.
13. Organize, manage and maintain the Media Center including:
 - Maintain an organized, attractive physical appearance of the Media Center.
 - Supervise the circulation process.
 - Manage the budget for purchase of library books and resources.
 - Manage the library collection by selective purchasing and weeding while meeting all accreditation requirements.
14. Complete other duties assigned by the Head of Lower School or Middle School Principal.

Knowledge, Skills and Abilities

1. Effective oral and written communications skills.
2. Ability to demonstrate effective interpersonal relationships with students, staff, and parents.
3. Ability to organize, catalogue, display, distribute and produce instructional materials.
4. Ability to select and provide access to a wide variety of materials which meet the needs of various learning situations.
5. Knowledge and ability to teach information and technology literacy needed for independent learning.
6. Ability to provide an environment conducive to quick accessibility, good study habits, and development of proficient media users.
7. Ability to be flexible and accommodate teachers, students, and parents.
8. Knowledge and ability to work with technology and assist integration in the classroom.

Physical Demands

Some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally, the job requires sitting, walking, and standing. Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading. This job is performed in a generally clean and healthy environment.