

TITLE: Media Specialist

QUALIFICATIONS:

- Valid Mississippi Department of Education License with #438 or #440 Endorsement
- Good physical condition with ability to lift 10 pounds

REPORTS TO: Building Principal

JOB GOAL:

To provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and assigns duties of library aides and/or assistants where applicable.
2. Plans school media programs and media center operations and maintenance (develops goals and objectives).
3. Helps determine overall library policies.
4. Works with and submits reports to administration.
5. Establishes cataloging and classification policies; classifies catalogs and organizes materials for easy access.
6. Plans for reorganization and relocation of collections.
7. Establishes policies and procedures for circulating materials and equipment for ease of accessibility by students and teachers.
8. Develops a multi-media catalog for teachers.
9. Works with teachers to establish procedures for group or individual assignments.
10. Plans and participates in community relations activities.
11. Visits with other schools and participates in professional meetings.
12. Conducts professional development activities for teachers on the utilization of media (print and non-print) within the instructional program.
13. Participates in curriculum development and review.
14. Initiates projects and activities relating to media resources.
15. Maintains in the media center schedules of class activities.
16. Provides planned formal and/or informal instruction.
17. Assists in locating materials and answering reference questions.
18. Encourages reading, provides reading guidance and maintains an awareness of students' reading habits and interest.
19. Informs teachers of new services and videotapes and other resources.
20. Introduces teachers to bibliographic tools in subject and grade-level disciplines.
21. Works with teachers and students in reading, viewing, and listening activities.
22. Plans with faculty members to coordinate materials and media activities.
23. Observes classroom work to coordinate with media program.
24. Enlists faculty participation and recommendations in evaluating or selecting materials and equipment.
25. Reads books, magazines, professional journals, reviews services and local publications for information on selection of materials and equipment.
26. Maintains accurate records and statistics on utilization of materials, services and facilities.
27. Keeps inventory of equipment and furnishings of media center.
28. Accounts for materials through a yearly inventory.
29. Maintains media equipment and assumes responsibility for its repair.

- 30. Serves as a resource person for production of instructional materials.
- 31. Provides orientation and establishes and implements appropriate behavioral policies.
- 32. Arranges space and furniture to provide an attractive, orderly center with easy access to resources.
- 33. Provides a balanced comprehensive collection of media (print and non-print) and equipment to support the school's instructional program and individual enrichment.
- 34. Works with the administration in the development of a budget using all possible funding sources.

TERMS OF EMPLOYMENT: **192 days** **Certified/Exempt**

EVALUATION: Performance of this job will be evaluated by the supervising administrator.

Approved by the School Board on: July 11, 2006
June 10, 2008