



## Job Description Media Specialist

### **General Statement:**

The **Media Specialist** serves as an instructional resource consultant and materials specialist to teachers and students. The **Media Specialist** assumes responsibility for providing instruction in the use of the media center and its resources that are correlated with the curriculum.

### **Major Responsibilities:**

- Select materials for the media center and its program based on principles outlines in a written selection policy.
- Make all materials easily accessible to students and teachers through an efficient organizational pattern and a media center circulation policy.
- Assist teachers and students to produce materials which supplement commercially produced items.
- Work with teachers in curriculum planning and designing of instructional experiences, using a variety of educational media including film and television.
- Teach the effective use of educational media.
- Assist students to develop competency in listening, viewing and reading skills, and guide the development of desirable reading, viewing and listening patterns, attitudes and appreciations.
- Help students acquire independence in learning, and gain skill in the techniques of inquiry and critical evaluation.
- Provide teachers with pertinent information regarding students' progress, problems, and achievements, as observed in the media center.
- Act as a resource person in the classroom when requested by the teacher.
- Make available to the faculty, through the resources of the professional collection, information about recent developments in curricular subject areas and in the general field of education.
- Supply information to teachers on available staff development workshops, courses, professional meetings and education resources of the community.

### **Qualifications:**

- A valid Connecticut teacher certificate in 062-School Library Media Specialist.
- Minimum of three (3) years experience, preferably in media.
- A thorough knowledge of Education Media methodology and teaching techniques.
- Demonstrated capacity to work cooperatively with parents, staff, students and supervisors.
- Effectively organize the media center so that the needs of pupils and teaching of subject matter will be interwoven in the most appropriate manner.
- Superior communication skills (oral and written).
- Knowledge of and/or demonstrate the ability to learn and implement Operating Systems (i.e. Windows); Office suites (i.e. Microsoft Office, Google Docs); Presentation Software (i.e. PowerPoint, Keynote); Spreadsheets (i.e. Excel, Google Spreadsheets); Communication and Collaboration tools (i.e. Skype); Accounting Software (i.e. QuickBooks); Student Information Systems (i.e. Naviance, Power School); or any other technology deemed relevant for this position.

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Employee Signature

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Date

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Employee Name (Please Print)