

JOB DESCRIPTION

TITLE MEDIA SPECIALIST (LIBRARY)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree or related field from an accredited educational institution. Basic computer skills required (i.e., ability to use email).
Language Skills	Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and school board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Florida Teacher Certification, Educational Media PreK-12
Reasoning Ability	Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Fosters student achievement and development.
2. Serves as an on-staff specialist with expertise in Library/Media services.
3. Works with and through the department/grade level chairpersons, and all teachers and staff to support curriculum, technology, and student services.
4. Collaborates with colleagues for the purpose of improving instruction and student performance.
5. Adheres to the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida and the district's code of ethics policy, and the professional practices of the American Library Association.

SPECIFIC RESPONSIBILITIES

1. Organizes and supervises use of the Library Media Center by all students and teachers, and supervises library personnel, media and equipment.
2. Promotes and maintains a dynamic, richly diverse, up-to-date library collection in all formats; designed and continually evaluated to best support the school curriculum and meet the reading needs of the student community.
3. Provides group and individual instruction to students in research, technology, reading selection, and information skills.
4. Develops and implements engaging lessons and designs authentic work for students, in collaboration with classroom subject-area teachers.
5. Models and provides instruction to students and staff in the ethical use of information, including teaching students how to correctly cite and use the information and intellectual property of others in their research papers and projects; and adheres to the guidelines and laws governing intellectual property and fair use across all media.
6. Incorporates reading and writing strategies across all content areas, and encourages use of the Library Media Center's resources to accomplish these strategies.

7. Remains current and knowledgeable about evidence-based practices related to teaching and learning, and demonstrates these practices in Library Media Center instruction.
8. Integrates technology appropriately to enhance student learning and instructional delivery, and supports classroom subject area teachers in instructional technology use.
9. Maintains a positive, student-centered Library Media Center environment which assists pupils in developing positive values, attitudes and behavior patterns and personal accountability.
10. Prepares budgets, inventories, purchase orders and other records as required to support the Library Media Center's objectives of providing curriculum support and age-appropriate reading materials to the school community.
11. Provides welcoming and timely accessibility to the Library Media Center and all materials and equipment to all members of the school community.
12. Processes, schedules and safeguards use of all media and equipment and provides guidance, as requested, for classroom technology and equipment purchases.
13. Offers inservice programs on research, technology and software use, curriculum development, and information skills.
14. Analyzes and uses student performance data to inform instruction.
15. Participates in District Library Media Specialists' PLCs, in-services and meetings and other school-based meetings as assigned.
16. Performs other duties as assigned.