

Professional Staff Position (Job Description)

Title: Media Specialist
Qualification: Must meet district standards and all state certification requirements.
Reports to: Building Principal
Supervises: Library aides as assigned
Terms of Employment: Under current professional salary schedule with work year as established by the Board.
Job Goal: To provide each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing and growth and to aid all students in acquiring the skills needed to take full advantage of media center resources.

Performance Responsibilities:

1. Evaluates, selects and requisitions new media center materials and equipment in accordance with Board policy utilizing staff and student input while striving for a balanced collection.
2. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs the staff and students on the use of the system.
3. Participates in all curriculum study and revision and responds to curriculum changes through the acquisition of appropriate support materials.
4. Provides for educational experiences and instruction for students in the use of media center resources.
5. Serves as materials and equipment resource specialist to staff and students.
6. Assists staff regarding the operation of AV equipment, to include computers and software, and accepts the responsibility for inventory of all AV equipment assigned to the media center.
7. Maintains such records as required by the district.
8. Maintains a media center in which materials are easily accessible and efficiently organized.
9. Promotes appropriate conduct of students using the media center facilities.
10. Arranges for inter-library loan of materials of interest and use by staff and students.
11. Is knowledgeable of the Board policy on removal of print and non-print materials from the collection and participates in the process.
12. Performs other duties as assigned.

Evaluation: Performance in this position will be evaluated in accordance with the provision of the Board policy on Evaluation of Professional Personnel.

Adopted: February 21, 1985