

TITLE: Media Specialist

QUALIFICATIONS:

1. Minimum of Master's Degree
2. Media Specialist Certification
3. Such alternatives to the above as the Board may find appropriate and acceptable

JOB GOAL:

1. To provide the faculty and students with an enriched school media center environment in support of student learning.
2. To provide a multitude of resources and experiences for students that will enhance the curriculum, invite intellectual growth and develop productive use of leisure time.

REPORTS TO: Principal

JOB DUTIES:

1. Develops and implements the school media center program which is applicable and related to educational goals and objectives.
2. Utilizes technology to plan and provide instruction and facilitate student learning.
3. Models best practices for regular analysis of the school media center collection as well as Board policies for school media center collection development (including weeding and deletion of items).
4. Models and advises on the ethical use of technology and information resources for students and staff.
5. Maximizes efficient use of available funds and provides the faculty and students with the best available materials; the position requires the preparation and administration of a media center budget in accordance with Board financial procedures.
6. Manages and coordinates inventory of media center materials, textbooks, and digital devices as assigned.
7. Seeks grants and other funding opportunities to enhance school media center services.
8. Supervises and promotes media center activities.
9. Assists students and faculty by cooperating with other schools and local public libraries.
10. Maximizes media center functions through the use of clerical help, student assistants and volunteers when available.
11. Initiates contact with faculty and students in promoting and providing media center services, resources and guidance.
12. Actively participates in and works with other school personnel in the inventory and selection of books, equipment and other media center materials that provide the student with the best learning opportunities.
13. Participates in and supports professional development activities including staff meetings and in-service and staff development activities as required or assigned.
14. Performs technical responsibilities required to provide exemplary media center service as part of an effective and successful educational facility.

15. Provides input and assistance to other school personnel by actively participating in departmental, faculty, curriculum and special meetings.
16. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
17. Models and maintains high ethical standards.
18. Demonstrates initiative in the performance of assigned responsibilities.
19. Maintains expertise in assigned area to fulfill project goals and objectives.
20. Completes training programs offered to increase skill and proficiency related to assignment.
21. Supervises and/or assists with extracurricular and co-curricular activities as assigned.
22. Serves on school/system committees as required or appropriate.
23. Demonstrates initiative in identifying opportunities for improvement.
24. Responds to inquiries and requests in a timely and positive manner.
25. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
26. Properly cares for equipment and material resources of the school system.
27. Evaluates the current technology status of the school and assists in preparing an action plan for incremental improvements.
28. Supports teachers with technical and curricular needs and serves as a liaison between digital curriculum providers, IT Department, school administration, faculty, and students by providing assistance with digital initiatives.
29. Maintains school technology devices, including but not limited to distribution, processing, and barcoding.
30. Informs teachers, students, and administrators of new materials and recent media/technology developments within their specific instructional area.
31. Assist in daily duties, of which may be car duty, extra-curricular duties whenever students are involved in school activities.
32. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
33. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
34. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

FLSA STATUS: Exempt

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____ Human Resource _____
Initials Initials

BOARD APPROVED: 2/16/16
REVISED: 9/3/2021