

Greenwood School District 50
Position Description

POSITION TITLE: Media Specialist

Department:
Reports To: Principal

SUMMARY: Provides each student with an enriched library environment containing a wide variety of materials that will support the school's curriculum program and that will invite intellectual probing and growth. Aids all patrons in acquiring the skills needed to take full advantage of library resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- ⇒ Evaluates, selects and requisitions new library materials to meet the curricula and personal needs of patrons.
- ⇒ Evaluates and maintains a current collection of high quality materials to meet the curricula and personal needs of patrons.
- ⇒ Contributes to the appropriate use of a variety of media (including books, periodicals, television, computers, etc.) which facilitates meeting the goals and objectives of the curriculum.
- ⇒ Provides for effective storage and retrieval of material and equipment.
- ⇒ Informs teachers and other staff members concerning the total library program as well as new materials the library acquires.
- ⇒ Provides materials and instruction in the use of library media center resources into classroom instruction and assignments.
- ⇒ Plans library promotions, displays and the like to promote library use and the appreciation of literature.
- ⇒ Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
- ⇒ Promotes appropriate conduct of patrons using library facilities.
- ⇒ Arranges for district inter-library loan of material on interest or use to patrons.
- ⇒ Promotes flexible scheduling of large groups, small groups, and individuals to ensure effective use of library media services and materials.
- ⇒ Conducts orientation lessons for teachers and students.
- ⇒ Assists with the development and maintenance of an accurate record of budget and expenditures and submits requests for instructional materials.
- ⇒ Participates in school level curriculum planning.
- ⇒ Evaluates and maintains a collection of audio-visual materials.
- ⇒ Conducts annual inventory of library materials.
- ⇒ Supervises circulation procedures for library resources including print and non-print collections and hardware.
- ⇒ Supervises maintenance of card catalog, vertical file, and other necessary files.
- ⇒ Establishes and maintains a professional leadership role.
- ⇒ Maintains a facility that is inviting, attractive, and conducive to learning.

SUPERVISORY RESPONSIBILITIES:

Supervises student assistants and other library staff.

QUALIFICATION REQUIREMENTS: 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 and/or EXPERIENCE:

Certification as set by state certification authorities. Must be able to effectively deal with students and staff.

LANGUAGE SKILLS:

Ability to read, analyze and interpret scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication in a variety of formats and styles. Ability to effectively present information to administrators, top management public groups/community, and Board of Education.

MATHEMATICAL SKILLS:

Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

REASONING ABILITY:

Ability to interpret a variety of technical instructions in mathematical or diagram forms and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with staff and students. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

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 regularly required to walk, stand, and talk or hear. The employee is occasionally required to sit. The employee must be able to reach with hands and arms, bend or twist at the neck and trunk, squat, stoop or kneel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. Employee must be able to distinguish where a sound is coming from. The employee must be able to hear the difference between bells, buzzers, beeps, horns, etc. The employee frequently communicates through speech.

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 work environment is usually quiet. The employee is continuously interacting with students and staff.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.