

# FAYETTE COUNTY PUBLIC SCHOOLS

## Media Specialist Position Description

*The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.*

<b>WORK LOCATION:</b>	Assigned School	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal and/or designated school-based administrators	<b>WORK CALENDAR:</b>	190 Days
<b>SALARY:</b>	Salary based on Fayette County Public School System Educator Salary Scale adjusted for days worked.	<b>APPROVED (Board):</b>	
		<b>REVISED:</b>	November 2024; September 2022; June 2022; February 2018

**SUMMARY:** Facilitate the acquisition and maintenance of a collection of informational tools, and instructional equipment that support the instructional curriculum; assist teachers and students in accessing information relevant to the instructional curriculum; supervise students in the media center; maintain and purchase instructional equipment.

### ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Effectively support instruction and aid in the development of lifelong learners by providing a wide range of media to support the teaching/learning process
3. Work with other school leaders/administration to develop a shared vision for the media program in support of local school improvement goals
4. Collaborate with teachers regarding the design of instruction and learning experiences; assist with the production of locally designed materials for both students and staff
5. Assist in developing and implementing building media procedures within the framework of school system policies and procedures
6. Assist with the selection, training, supervision and evaluation of media center support personnel
7. Collaborate to align and connect the research process and information literacy skills to the state and/or local standards and student needs
8. Collaboratively plan instruction and develop the media program using state and district curricula and standards, instructional calendars, effective strategies, resources, and data to support teachers and address the differentiated needs of all students
9. Promote reading as a foundational skill for learning, personal growth, and enjoyment
10. Plan and provide instruction that addresses multiple literacies, including information literacy, media literacy, and technology literacy
11. Teach and model developmentally appropriate best practices for learning and research
12. Provide a well-managed, safe and welcoming environment that includes flexible and equitable access to physical and digital resources, is conducive to learning, and encourages respect for all
13. Coordinate the building media committee and ensure that it collaborates with other staff to plan a media program based on the needs of the instructional program and the individual user
14. Manage the library media collection through selection, processing, organization, inventory, repair, and weeding to ensure the collection is accurate, accessible, and up to date
15. Select and recommend media and technology based on the needs of the instructional program; aid students and teachers in their utilization of media and technology
16. Coordinate identification of and access to resources available through other local information and education agencies (i.e. media centers, public libraries and other community resources)
17. Adhere to federal copyright laws/guidelines and system policy by keeping school staff informed; coordinate copyright clearance with school system designee

18. Stay current on trends, issues and research relevant to school libraries, student learning, and technology
19. Communicate professionally and effectively with students, parents, staff, community and central office personnel
20. Ability to be present at the physical worksite
21. Must be able to properly and consistently supervise students, particularly during emergency situations
22. Perform other duties as assigned and allowable by intended program

#### **REQUIRED QUALIFICATIONS:**

Valid Professional Standards Commission approved certificate in Media Specialist at level S5 or above

Excellent oral, written and interpersonal communication skills

Proficient in instructional technology

#### **PHYSICAL DEMANDS:**

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

#### **PREFERRED QUALIFICATIONS:**

Experience as a media specialist and/or a teacher

#### **REQUIRED DUTIES & RESPONSIBILITIES:**

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.