

SCHOOL DISTRICT OF ST. JOHNS COUNTY

MEDIA SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution; Master's Degree preferred.
- (2) Valid Florida Educator's Certificate or Statement of Eligibility in Educational Media Specialist.
- (3) Preference given to applicants with a concentration in Media or Library Science.
- (4) Preference given to applicants with ESOL and Reading Endorsements.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Support curriculum and assessment by promoting student achievement through a systematically, collaboratively planned instructional program. Responsible for providing appropriate, accurate and current resources in all formats to meet the needs of the learning community. Manage technological processes and resources to enhance learning that will serve as an infrastructure for administering a properly staffed and well-funded library media program. Provide an inviting, accessible and stimulating environment for individual and group use that share resources across the learning community. Promote the library media program and its initiatives throughout the local, state and national learning communities.

REPORTS TO:

Principal

SUPERVISES:

May have assigned support staff.

JOB GOALS

An instructional staff member performing activities relating to selection, ordering, classification, and circulation of materials, as well as collaborating with colleagues on the integration of information skills into the curriculum and the utilization of print and non-print resources, educational technology, materials and equipment. The media specialist must assume several distinct roles including information specialist, program administrator and instructional partner/teacher. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Develop goals and functions and establish written policies and procedures that identify the media center as the information hub of the school.
- *(2) Demonstrate leadership within the school by serving on school and district-based committees, PLCs, and/or initiatives in the areas of literacy, curriculum, and technology.

MEDIA SPECIALIST (Continued)

- * (3) Direct the work of the media aide and other assigned support staff in cooperation with the school principal.
- * (4) Collaborate with colleagues to create and implement information literacy and inquiry based units of instruction which supports and enhances curriculum as defined by the district for all subjects and grade levels.
- * (5) Plan and prepare for optimal utilization of media resources and facilities, including instruction in the use of technology, such as databases available in school and at home for students and faculty.
- * (6) Manage a budget which follows established rules and regulations in spending. Monitor records that reflect allocations, encumbrances, expenditures, and balances.
- * (7) Collect, organize, acquire and maintain appropriate, accurate and current resources in all formats to meet the needs of the learning community. Submit reports and other required documentation.
- * (8) Provide access to media center resources for individuals, small groups and classes; maintain the facility to be a user-oriented environment that creates an attractive, friendly and welcoming atmosphere conducive to learning.
- * (9) Implement approved selection, classification, cataloging policy and procedure and maintain a library management database for easy access to all materials and equipment for all users.
- * (10) Plan instruction and select materials based on needs of all students and teachers for both curriculum support and pursuit of personal interests including literacy appreciation, literature-based instruction and transliteracy skills, with explicit attention to students receiving special education, English language learners, and students who lack support for schooling.
- * (11) Maintain, inventory and weed materials and assigned equipment as needed to keep collection current and relevant to curriculum.
- * (12) Plan and provide instruction which motivates and guides students in making appropriate choices in reading materials and other media.
- * (13) Keep media technology current, and update colleagues on the availability and use of current resources, including databases, applications, and programs.
- * (14) May assist the Textbook Administrator with the maintenance of the school textbook collection encompassing check-in and check-out of materials, inventory as needed, and creation of required reports in automated textbook circulation system.
- * (15) Participate in or facilitate appropriate professional development opportunities.
- * (16) Establish and maintain discipline in the educational setting.
- * (17) Promote student, teacher and community awareness of the resources and services available within the media center.
- * (18) Promote the library media program and its initiatives within the school and community, as well as through local, state and national professional organizations.

Expectations of All Employees

- * (19) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (20) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- * (21) Ensure adherence to good safety standards.
- * (22) Maintain confidentiality regarding school/workplace matters.
- * (23) Model and maintain high ethical standards.
- * (24) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (26) Demonstrate initiative in the performance of assigned responsibilities.

MEDIA SPECIALIST (Continued)

- *(27) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts! program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

- *(28) Respond to concerns, communication attempts, and inquiries in a timely manner.

Professional Growth and Improvement

- *(29) Attend and participate successfully in meetings, pre-service and training programs offered to increase skills, proficiency and character education related to assignment.
- *(30) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

- *(31) Keep supervisor informed of potential problems or unusual events.
- *(32) Follow federal and state laws as well as School Board policies, rules, and regulations.
- *(33) Prepare all required reports and maintain all appropriate records.

Leadership and Strategic Orientation

- *(34) Demonstrate initiative in the performance of assigned responsibilities.
- *(35) Model characteristics of citizenship, character education, and literacy.
- *(36) Set high standards and expectations as they relate to the district's character program.
- *(37) Exhibit interpersonal skills to work as an effective team member.
- *(38) Demonstrate initiative in identifying potential problems or opportunities for improvement.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light to Medium (see descriptions below):

- Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.
- Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or 10 pounds of force consistently to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

Classification:

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.

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Position Code: **Pay Type:** 12

Elementary 62030

Middle 62031

High 62032

Other 62034

FLSA STATUS:

BOARD APPROVED: April 20, 1999

REVISED: May 2015, May 2016