

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

MEDIA SPECIALIST

QUALIFICATIONS

- Certification in Educational Media Specialist (Grades PK-12).
OR
- Valid Florida Teaching Certificate--The certificate must be appropriate for grade levels within the assigned school **AND** a minimum of six (6) hours in Media Specialist course work in Management, Cataloging, Reference or Literature, **AND** an educational plan to complete Educational Media Specialist certification K-12 requirements within two (2) years of hire as an Educational Media Specialist as evidenced by the college advisor where attending.
- Three (3) years of satisfactory teaching experience preferred.
- Ability to instruct faculty and students in using materials, resources, equipment, and library media services and in designing and producing materials.
- Knowledge of District policies and state and national legislation as related to school library media program.
- Proficiency in media technology and instructional applications of library science.

REPORTS TO Principal

SUPERVISES No supervisory duties

POSITION GOAL

To develop and implement library media center policies and procedures that enhance student achievement and appreciation of literature by ensuring that teachers and students are effective information users.

PERFORMANCE RESPONSIBILITIES

1. * Plan, organize, and maintain the media center program, collection, and resources.
2. * Direct the activities of library media center staff, student assistants, and volunteers.
3. * Establish and maintain an accurate circulation system for media resources.
4. * Schedule the use of equipment, materials, and space of the media center.
5. * Maintain and upgrade written goals, objectives, policies, and procedures supporting the educational objectives of the total school program, taking into account the School Improvement Plan and the school's technology goals.
6. * Provide, in collaboration with the educational technology facilitator(s) and the school technology planning team, support for the application of technology to meet instructional and administrative needs.
7. * Promote literacy and the enjoyment of reading, viewing, and listening.
8. * Keep current with the changes in Information Literacy and curriculum as they relate to an effective media program.
9. * Collaborate with faculty to integrate Information Literacy skills within the school's curriculum.
- 10.* Evaluate and select a variety of resources that support the curriculum and reflect the needs and interests of the students and staff.
- 11.* Plan and provide instruction for staff, students, and school community in the selection, development, and preparation of library/media materials, equipment, services, and online resources.
- 12.* Maintain accurate inventories of the library media center's collection of materials and equipment.
- 13.* Utilize public relations and advertising techniques to promote the school library media program.
- 14.* Involve students, staff, and school community personnel in planning, implementing, and evaluating the library media program.
- 15.* Assist the Principal with the development and implementation of the library media center budget.
- 16.* Provide an environment conducive to inquiry, research, and study by students and staff.
- 17.* Implement requirements of state law and district policies including the District Acceptable Use Policy, the District Technology Plan, copyright laws, and technology guidelines.
18. Perform other duties as assigned by the Principal/Designee.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment and Materials

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects

PHYSICAL ACTIVITY

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces
Bending Lowering the body forward from the waist
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Crouching Bending the body downward and forward by bending leg and spine.
Twisting Moving body from the waist using a turning motion.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm
Repetitive Motion Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

The worker is not substantially exposed to adverse environmental conditions (such as a typical office or in administrative work.)

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	FLSA	BOARD APPROVED
T \$37,950 - \$73,750	PeopleSoft Position Multiple	<input type="checkbox"/> Applicable	October 7, 2003
District Salary Schedule	Personnel Category 11	<input checked="" type="checkbox"/> Not applicable	Previous Approval Date September 21, 1999
Months 10	EEO-5 Line 42		
Annual Days 196	Function 6200		
Weekly Hours 35.0	Job Code Elem/1131		
Annual Hours 1372.0	Middle/1137 High/1139		
	Survey Code Elem/62030		
	Middle/62031 High/62032		