

PROVIDENCE CHRISTIAN ACADEMY

JOB DESCRIPTION

TITLE: Elementary/Middle School Media Specialist

EFFECTIVE DATE: August 2021

I. SUMMARY

The Media Specialist oversees the use, inventory, and scheduling of the media center.

II. MINIMUM QUALIFICATIONS - EDUCATION / EXPERIENCE REQUIREMENTS

- Valid State Certification and/or ACSI certification required
- Masters degree in Library Science/Technology or meeting the SACS and ACSI requirements.
- PC proficient, including, but not limited to, Excel, Word.
- Typing skills and word processing skills required
- Public relation skills that would promote positive relationships by using effective written, verbal and non-verbal communication skills.

III. FUNCTIONAL COMPETENCIES / JOB DUTIES

- Establishes policies and procedures for elementary media center operation and use; coordinates their enforcement with the media center staff and the faculty.
- Supervises media center staff and personnel, planning necessary daily routines.
- Ensures that the media center meets SACS and ACSI standards.
- Determines needs for books, materials and equipment, coordinating with grade level representatives, and purchases within budget parameters.
- Assists teachers and students in the selection of books and materials to supplement the instructional program.
- Communicates with faculty and staff about new books and materials and periodically reviews available resources by subject area.
- Maintains appropriate independent student behavior and works with teachers to enforce expected classroom behavior in the media center.
- Plans for an annual inventory of materials and equipment with staff and volunteers.
- Provides housing and maintenance for audiovisual equipment.
- Maintains a schedule for use of the various media center areas.
- Provides instruction on the use of media center materials, coordinating with teachers relating to particular skills, projects or classroom assignments.
- Instructs students in information technology skills such as online searching and database usage, as well as print materials.
- Provides activities and incentives to encourage reading for enjoyment, cultural enrichment and as a lifelong activity.
- Maintains an attractive and functional environment for library patrons.

IV. PROVIDENCE COMPETENCIES

- Maintains a growing relationship with Jesus and is actively involved in a local church.
- Demonstrates knowledge of the Providence Employee Handbook.
- Demonstrates unquestionable professionalism, impeccable integrity, and enthusiastic hard work with all customers (coworkers, students, families, visitors, etc.)
- Performs other duties and responsibilities as required.
- Commitment to continual professional development.
- Enthusiastic commitment to the mission of the school.
- Cultivate a partnering relationship with parents and coworkers.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by the personnel so classified.