

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Media Specialist
Reports To: Middle/Senior High School Principal
Approved By: Board of Education
Approval Date: June 9, 2020

SUMMARY:

The Media Specialist is an experienced educator who demonstrates excellent communication skills, technical knowledge, and has the practical knowledge to manage a school library/media center. The Media Specialist is expected to have a strong background as an information specialist, teacher, instructional partner and leader, planner, manager, professional development coordinator, and technology integrator.

ESSENTIAL SKILLS:

- Experience developing a multi-media collection and organizing it to maximize effective use
- An understanding of key learning theories and methods of instruction
- Ability to prioritize tasks and time used to manage scheduling, budgeting, supervision of staff
- Desire to work well in a team environment, attention to detail, and excellent skills in communicating/collaborating with all members of the school environment
- Extensive experience working with technology in an educational setting

JOB GOALS:

The Media Specialist provides leadership for:

- Providing equitable access to ideas and information in a variety of formats
- Empowering all members of the school community to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
- Facilitating the effective use of technology and media by students and staff
- Designing and developing digital-age experiences and assessments
- Promoting the advancement of digital citizenship to district students and staff
- Collaborating with school and district staff to design and implement units of instruction and assess student learning/instructional effectiveness
- Ensuring instructional and media technology programming are integral learning components and are aligned with the mission, goals, and objectives of the school and district
- Instilling a love of reading and learning

PROFESSIONAL RESPONSIBILITIES:

These include, but are not limited to:

- Assumes a leadership role in creating and advocating for a dynamic educational climate for students and staff to extend information and digital literacy to lifelong learning
- Enables access to relevant information in a variety of formats and guides learners through the information literacy process of identifying, locating, interpreting, utilizing and communicating information
- Coordinates/facilitates learning opportunities for staff and students in the use of appropriate technology to meet information and instructional needs
- Plans, selects, and organizes a collection of multi-media resources which supports the educational programs of students
- Participates in district, building, department and grade-level curriculum design and assessment development to integrate technology while supporting content area standards
- Instructs and assesses students in mastering content standards by collaborating with other educators to integrate information literacy and the reading process across the curriculum
- Educates the school community in the ethical and appropriate use of information
- Provide teachers with the support they need, including follow up, to modify their instruction and tap into the potential of technology and media to enhance teaching and learning
- Provides leadership to establish a climate within the media center, which stimulates efforts to achieve educational objectives and to utilize the resources of the media center
- Encourages the use of research and experimentation to improve the educational program
- Develops means to achieve effective implementation, proper evaluation, and continuous improvement of the media program