

**POSITION TITLE:** Instructional Specialist – Media Services

**QUALIFICATIONS:** Postgraduate Professional License with endorsement as a Library Media Specialist, and a minimum of three years of recent successful experience as a library/media specialist or supervisor in the subject area. Excellent oral and written communications, public relations, customer service and organizational skills are required. Must be able to provide leadership and management of media services programs to set and achieve established goals and objectives. Must have excellent time management and prioritizing skills and the ability to effectively plan and schedule work. Ability to work in a cooperative manner with a variety of groups, including parents, teachers, administrators and community representatives. Must have comprehensive knowledge and understanding of learning and reading programs. Must be proficient in selecting, evaluating, organizing and processing materials and equipment. Must be highly proficient in the production and use of a variety of media and in organizing, managing and evaluating media programs. Must have an understanding of and proficiency in grammar usage and mechanics and their integration in writing. Must have a thorough understanding of the use of technology in the classroom and the technology standards for all instructional personnel.

**PERFORMANCE EXPECTATIONS:** Supervises the division-wide media services program and assists in establishing departmental curriculum objectives and develops a plan for the implementation of the media services objectives. Provides input in the recruitment, screening, hiring and training of media services personnel. Provides orientation and in-service training programs for new media specialists and assists in the handling of instructional and management problems and serves as a resource person on questions pertaining to the media services program. Assumes the responsibility for ordering and distributing most citywide instructional materials for the media centers. Recommends needs for inclusion in the departmental budget. Attends relevant schools and other professional meetings. Meets with department heads citywide to promote interdisciplinary programs. Coordinates the selection, training and utilization of technology in the media centers and assists in identifying and utilizing community resources for media services programs. Consults with principals, media specialists and central office personnel on the design of new facilities and develops a plan for the ongoing improvement of media centers facilities, collections, and programs. Interprets library/media services program to School Board Members, school staff and the public. Collects, reviews and prepares all state and federal forms and reports relative to the program area. Supervises records of expenditures for program area. Collaborates with the Grants Office on the availability of grant funds and assists in obtaining state and federal funds for the program area. Coordinates the gathering, selecting and analysis of data with respect to the program area. Performs other related duties as assigned.

**REPORTS TO:** Director of Curriculum and Instruction

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 123

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt