

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Media Specialist

### QUALIFICATIONS:

1. Iowa Teaching License
2. Media Specialist Endorsement

REPORTS TO: Building Principal

JOB GOAL: To provide all students with an enriched media center environment containing a

### PERFORMANCE RESPONSIBILITIES:

1. Promotes the library media program, services, and its materials by maintaining a positive relationship with students, staff and community.
2. Provides flexible access for staff and students when students are free to come and go from the library as needed.
3. Works with administration and staff to integrate technology.
4. Administers the library media program budget.
5. Evaluates, selects, and requisitions new media center materials.
6. Supervises media center aides in the performances of their duties.
7. Formulated, recommends, and implements library policies and procedures

### INFORMATION ACCESS AND DELIVERY

8. Maintains a comprehensive and efficient system for cataloging media materials.
9. Instructs teachers and students on use of the online catalog system.
10. Annually conducts a complete inventory of media materials.
11. Identifies and deselects materials.
12. Provides leadership in adhering to established policies, laws, and principles of intellectual freedom and ethical behavior.
13. Makes recommendation regarding media center facilities.

### COLLABORATION AND TEACHING

14. Collaborates with teachers to integrate research, information retrieval skills, and literature appreciation into the curriculum.
15. Provides a variety of materials and activities to simulate learning to help students achieve goals.
16. Exercises leadership in providing services to students and staff.

17. Shows professional growth by continuing with education, attending conferences and workshops, keeping current on new technology developments, reading professional literatures.
18. Teach basic library curriculum to students to encourage independent library use.

TECHNOLOGY

19. Assists staff and students with technology.
20. Provides basic instruction to staff or students for equipment use.
21. Assists staff with computer and/or multimedia problems.
22. Helps staff and students become comfortable with technology by being available to assist them.

TERMS OF EMPLOYMENT: Ten month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities).

4/1/03