

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION

MEDIA SPECIALIST

POSITION: Media Specialist

REPORTS TO: Site Administrator/Supervisor

LOCATION: Various Locations

NATURE OF WORK:

This is a professional position to meet the instructional goals of the school and school system by delivering instructional programs effectively to ensure student achievement.

ESSENTIAL FUNCTIONS:

- Direct and evaluate student learning experiences;
- Provide guidance to students to promote education development and welfare;
- Provide care and protection of school property;
- Supervise student activity on school property;
- Supervises supporting clerical and technical staff assigned to the media center: and
- Plan and coordinate the instructional program in accordance with the current curricula provided by the Maryland State Department of Education aligned with the SMCPSS scope and sequence.

DUTIES AND RESPONSIBILITIES:

- Plans instruction that enriches and extends classroom instruction and integrates the Library Media Standards;
- Plans collaboratively with faculty to ensure the integration of information literacy skills into all curricular areas;
- Guides students to develop comprehension skills through exposure to a variety of reading material as well as to comprehend, interpret, analyze and evaluate informational sources and literature;
- Teaches SMCPSS Network Usage Standards;
- Manage the circulation and cataloging system for library media materials;
- Utilizes automated circulation system to check out materials, print reports, and manage overdues and fines for Destiny Library Manager and Destiny Resource Manager;
- Instructs students and staff in the use of productivity, presentation software, and multimedia productions in the context of content area instruction;
- Provides instruction and demonstration lessons illustrating the appropriate use of technology, appropriate materials, strategies and techniques for effective use of new technologies in various content areas;
- Assists staff as needed in information retrieval and in the use of electronic resources;
- Assists teachers in individualizing instruction in media outcomes for special populations such as ESL, special education, and gifted/talented;
- Provides in-service instruction on the use of library media materials, programs and equipment to faculty and staff;
- Collaborates with principals, school improvement teams, and instructional supervisors to plan for the appropriate uses of educational technology;
- Prepares plans for keeping the library resources collection current;
- Compiles a collection development policy based on the St. Mary's County Library Media Program and site-related data;
- Maintains accurate records as required for state, county, and school reports;

- Creates a school library media center climate which encourages students and faculty to take full advantage of its resources;
- Media Specialist works with the principal and/or Supervisor of Library Media regarding the library media budget based on circulation and collection statistics;
- Solicits feedback from all users to assist in program evaluation and the continuous improvement of services;
- Coordinates, along with school administration, the overall implementation of use of computer hardware and software in the school;
- Serves as primary technology contact;
- Maintains accurate student attendance;
- Assists students with learning activities;
- Takes part in professional development activities;
- Cooperates with students and staff;
- Maintains open lines of communications with students, staff and parents; and
- Maintains current lesson plans.

QUALIFICATIONS:

- Possess professional certification for the appropriate teaching level;
- Possess a School Media Specialist certification or obtain one within a designated timeframe;
- Demonstrate knowledge of curriculum, instruction, staff development, and assessment process; and
- Possess the ability to relate well with students, colleagues, parents, and staff.

TERM OF EMPLOYMENT:

Full-time ten-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

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