



K-12 DISTRICT MEDIA SPECIALIST STANDARD POSITION DESCRIPTION

Position Title: K-12 District Media Specialist

Location: Technology and Information Services

Reports to: Executive Director (TIS)

FLSA Status: Exempt

Bargaining Unit: Yes

This is a standard position description to be used for licensed positions with similar duties, responsibilities, classification and compensation. Teachers assigned to the position description may or may not be assigned all of the duties identified herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The K-12 District Media Specialist is a leader in instruction, curriculum, professional development, and the integration of technology to shape teaching and learning. The K-12 District Media Specialist develops and guides school library programs and staff, and promotes equitable access to resources and library services while encouraging all students and staff to become lifelong readers and responsible users and producers of information.

Part II: Supervision and Controls over the Work:

The K-12 District Media Specialist works with a high level of independence and professional discretion under the general supervision of a program administrator. The employee's work is governed, controlled, and evaluated by acceptable professional practice, school and district policies and regulations, provisions of state statutes, direction of the supervisor, and performance standards and expectations as set forth in the collective bargaining agreement.

Part III: Major Duties and Responsibilities:

Leadership

- Align library standards, best practices, and policies with district initiatives and policies.
- Develop and promote a district-wide vision, mission and goals for school library programs.
- Build collaborative relationships with internal and external groups, and support the school library program's role in student learning.
- Engage as a leader and learner on school, district, state, and national educational



committees and professional organizations.

- Advise on censorship, intellectual freedom, and copyright issues.
- Participate in a weeklong, overnight, professional development for equity. Participation will be considered paid workdays. Time required beyond a scheduled eight hour work day will be compensated at the current curriculum rate or pre-approved compensatory time.

Professional Development

- Design and lead professional development to support the integration of information and digital literacies and the use of technology, through the lens of equity.
- Provide training and support for classified library staff in library operations and procedures.
- Provide professional development and training for licensed library staff to support standards-aligned instruction.
- Pursue opportunities to advance personal and professional competencies.
- Model innovative strategies and technologies to support classroom teachers in their instructional practices.

Teaching and Learning

- Develop and implement a K-8 standards aligned library program which includes research, digital literacy skills and reading engagement strategies.
- Support the development of a district aligned 9-12 library program.
- Build and integrate the library program with district curriculum and technology initiatives and standards.
- Engage in curriculum adoption review to recommend and support the integration of library resources and educational technology for student learning.
- Collaborate in the development and implementation of district-wide technology initiatives, guidelines and procedures.
- Explore and share new and emerging technologies for instruction and learning.
- Evaluate, promote, and model the use of innovative technologies, classroom instructional strategies, and resources.

Program Management



- Support and promote a district-wide vision, mission, and goals for school library programs, which is reflective of our equity policy.
- Plan and manage library programming and events at the school and district level.
- Assist with the school based budgeting for library collections.
- Provide guidance and coaching for school library staff regarding site program development and administration.
- Administer the district Library Management System.
- Train and support new, existing, and substitute library staff in regular library operations, including software upgrades and enhanced capacities.
- Create and maintain a web presence for the district's library program.
- Collaborate with teachers and administrators on school and district literacy goals.

Collection Development

- Explore, evaluate, and share a wide range of educational resources.
- Map and analyze collections to identify areas of need and build equitable resources across the district.
- Establish a district-wide plan for acquiring and replacing library materials and resources.
- Create and implement procedures to provide equitable access to diverse information and sources.
- Curate and recommend print and digital library resources across the district.
- Participate in the selection and integration of library materials that support curriculum.
- Provide support for special collections/multiple formats for targeted populations.
- Apply NCS D equity policy, as well as the NCS D equity lens, when curating and recommending resources.

Part IV: Minimum Qualifications:

- Commitment to the district's equity policy (GCCB) and successful experiences working with issues of equity.
- Successful completion of a Teacher Certification Program at an accredited college or University.

- Must hold or be able to obtain Oregon Educator License with a **library media endorsement** at the time of employment.
- Minimum 5 years experience in the field (or related field) with increased levels of responsibility over time.
- Must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
- Successful experience with providing in-service training to faculty and staff regarding library media services, resources, etc.
- Skilled in using computer applications such as word processing, presentation programs,
- WEB searches, and library media programs to include a variety of online and cloud based information storage and retrieval database applications.
- Successful experience budgeting, purchasing, inventorying, etc.
- Community relations skills and the ability to serve as an ambassador for the building and for education.
- Evidence of continuous professional learning and a commitment to participate in professional growth opportunities and self-reflection on professional practice.
- Ability to effectively communicate verbally and in writing with parents, students, and staff.
- Successful experience collaborating and teaming, while working within a professional learning community.
- Successful experience in classroom management and ability to achieve, support, and maintain acceptable student behavior.
- Knowledge of and ability to use appropriate and multiple assessments, instruction, and evaluation techniques.
- Knowledge of child and adolescent development and ability to apply that knowledge to the selection and application of curriculum materials and instructional practices.
- Knowledge and skill in the use of strategies necessary to meet the diverse needs of students.
- Knowledge and skill in culturally responsive teaching and learning.
- Skill and ability to utilize technology to aid instruction, assessment and learning.
- Knowledge and skills specific to teaching the adult learner.
- Demonstrated ability to think about the connections within the system, systems thinking.



- Able to attend five day equity training (registration, lodging, mileage and food provided).
- In addition to 192 to 193 day teacher's contract, able to work a minimum of 10 additional workdays.

Part V: Desired Qualifications:

- Master's Degree in Education or Related Field.
- Successful experience teaching in a diverse student environment.
- Successful experience in district leadership and mentorship of educators.
- Successful experience in a team teaching environment.
- Successful experience in the grade level(s) and/or content area(s).
- Successful experience in collection management.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, speak, move about, hear and be visually observant of learning activities. The employee may sit or stand for longer than two hours at a time, may lift objects repeatedly, and may undertake repeated motions.

The employee must routinely lift and carry materials weighing up to or more than 50 pounds, and may be required to restrain students weighing more than 100 pounds most typically when required to intervene in student safety issues according to established protocols.

Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate, or consistent with subject being taught, but can be abnormally loud on occasion.

The employee may be exposed to infectious disease as carried by students. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties and responds according to established protocols.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.



The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.