

# OZARK R-VI SCHOOLS JOB DESCRIPTION

**TITLE: MEDIA SPECIALIST/INSTRUCTIONAL TECHNOLOGY COACH GRADES 9-12**

**QUALIFICATIONS:**

1. Baccalaureate Degree in Education
2. Missouri Teaching Certification
3. Library Media Specialist Certification
4. Credentials File
5. Regular Attendance

**REPORTS TO:** Principal

**JOB GOAL:** The Media Specialist will be an extension of the schools instructional and literacy program; promoting information literacy across the curriculum and providing media and technology services to meet student and faculty needs

**PERFORMANCE RESPONSIBILITIES:**

1. Provide users (students and/or staff) information literacy instruction, training to become self-reliant users of information resources and technology including ethical use, and reading guidance and motivation through literacy lessons
2. Collaborate in the design and delivery of curricular instruction (information literacy skills)
3. Access to resources which support classroom instruction
4. Possess knowledge of the availability of appropriate library materials
5. Understand the interlibrary loan system to access needed materials not in the building collection
6. Provide assistance with location and access of sources and information within sources, including Internet
7. Circulate library resources, through check in, check out, shelving, holds, etc.
8. Develop and maintain the library program including: selecting, ordering, processing, cataloging, inventorying, weeding or removing, and repairing
9. Maintain patron records including maintaining up-to-date patron database, notifying students and staff of overdue materials, collecting fees for damages and lost books
10. Maintain professional resources for teachers and involving them in purchasing decisions
11. Develop and administer a budget
12. Assess and guide the development of the district library services program through completion of state report as well as observations of the teacher librarian
13. Foster an atmosphere which encourages student and faculty usage
14. Develop, administer, and manage programs and facilities for the use of information resources and technologies
15. Promote the appropriate use of online resources
16. Provide leadership in collaborative planning for school technology, resources, and needs
17. Collaborate with classroom teachers in the preparation, presentation, and evaluation of units or assignments that utilize information technology resources
18. Assist staff and students with strategies for intellectual access to information and ideas for learning (find, judge, and use information) they can use within and beyond school settings
19. Provide information and instruction in areas of information literacy, the Research Cycle, Acceptable Use Policy, ethics, intellectual property and copyright, and use of instructional educational technologies
20. Promote the integrated use of technology as a learning tool

**PHYSICAL DEMANDS:** Be able to move around the media center and lift up to 25 pounds to shoulder height

**TERMS OF EMPLOYMENT:** Basic annual contract plus 5 days; compensation as per adopted salary schedule

**TYPE OF POSITION:** Exempt

**EVALUATION:** Evaluated annually by Principal

**APPROVED BY SCHOOL BOARD:** February 21, 2019