

Georgia Media Specialist Duties and Responsibilities Instrument

I. Georgia Media Specialist Duties and Responsibilities

- A. Follows professional practices consistent with school and system policies in working with students, parents, and colleagues
 - 1. Interacts in a professional manner with students, parents, and colleagues
 - 2. Maintains confidentiality of circulation records
 - 3. Works cooperatively with school administrators, special support personnel, colleagues, and parents
 - 4. Models correct use of language, oral and written
 - 5. Demonstrates accurate and up-to-date knowledge of content
- B. Complies with school, system, and state administrative regulations and board of education policies
 - 1. Enforces regulations concerning student conduct and discipline
 - 2. Is punctual
 - 3. Provides adequate information and materials necessary for a substitute to operate the media center
 - 4. Assists in implementing designed curriculum
 - 5. Maintains accurate, complete, and appropriate records and files reports promptly
 - 6. Attends and participates in faculty meetings and other assigned meetings and activities according to school policy
 - 7. Complies with conditions as stated in contract
 - 8. Complies with policies in regard to absences, home-school communication, parent conferences, etc.
- C. Participates in professional development activities according to system policy
 - 1. Participates in continuing education
- D. Acts in a professional manner and assumes responsibility for the total school program, its safety and good order
 - 1. Takes precautions to protect records, equipment, materials, and facilities
 - 2. Assumes responsibility for supervising students in their care

II. Duties and Responsibilities prescribed by local school and system (optional)

- A. _____
- B. _____
- C. _____

III. Professional Development Plan (PDP)

In cases where a Professional Development Plan is required for specific needs development, progress relative to completing the Professional Development Plan shall be one of the assessments during the annual evaluation process. For media specialists with required PDPs, the evaluation of successful completion of a Professional Development Plan is significant improvement in targeted areas as measured by the next year's GMSDRI.

Acknowledgement of Receipt

My signature below indicates that I have received a copy of the areas evaluated by the Georgia Media Specialist Duties and Responsibilities Instrument.

(Media Specialist)

(Date)