BUTLER COUNTY SCHOOLS

MEDIA SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

(1) Master's degree from an accredited educational institution.
(2) Bachelor's degree in Education.
(3) Certification in Media by the State of Alabama.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret and follow State Board rules, Code of Ethics, School Board policies, and appropriate state and federal statutes. Ability to demonstrate effective skills in listening, speaking and writing. Ability to use skills necessary in curriculum design and alignment; planning, organizing and analyzing data; supervision; problem solving; and public relations. Ability to select, organize, administer and utilize instructional media, equipment and technology. Ability to integrate the resources and services of the library media program with the ongoing instructional program. Ability to assist students and school personnel in the effective use of media. Ability to use group dynamic skills in the context of cultural diversity. Knowledge of subject content, teaching theories, methods and practice, current research and trends. Knowledge of the unique needs, growth patterns and characteristics of the students served. Knowledge of budgeting policies and procedures. Ability to maintain complete and accurate records.

REPORTS TO:

Principal or designee

JOB GOAL

To ensure that students and staff are effective users of ideas and information by providing instruction to foster competence and by working with other educators to design learning strategies to meet the needs of individual students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

* (1) Identify, select or develop short- and long-range goals and objectives for the media program based on student, faculty, and curriculum needs.
* (2) Plan with teachers and instructional leaders for the integration of media/information skills into the school program.
* (3) Develop schedules and organize resources to allow easy access to information and services.
* (4) Review the School Improvement Plan and plan for the acquisition of materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles and special needs.
* (5) Develop and implement policies and procedures necessary for the efficient and effective operation of the media center.
* (6) Administer the media center budget based on program goals and objectives.
* (7) Maintain complete and accurate records as required by law, system policy and administrative regulations.

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MEDIA SPECIALIST (Continued)

* (8) Assign, instruct, and supervise support staff and volunteers.
* (9) Coordinate the selection and acquisition process for media resources and equipment.
*(10) Provide for use of current technologies.
*(11) Facilitate the use, maintenance, repair, and inventory of all media center materials and equipment.
*(12) Solicit ongoing feedback from members of the school staff regarding the availability, use and impact of media materials.
*(13) Establish a system of records that will provide an appropriate database for evaluating the use and distribution of the media collection and supporting materials and equipment.
*(14) Assist with responsibilities for the school testing program.
*(15) Teach library media skills in collaboration with teachers to support classroom instruction.
*(16) Instruct staff and students in the use of resources, services, and equipment.
*(17) Provide reference assistance.
*(18) Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities.
*(19) Use appropriate materials, technology, and resources to help meet the learning needs of all students.
*(20) Apply principles of learning and effective teaching in instructional delivery.
*(21) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
*(22) Collaborate with teachers to support instructional goals and objectives.
*(23) Participate in overall school curriculum planning and development.
*(24) Implement an effective public relations program to promote media resources and programs.
*(25) Maintain contact with other library, education, and information agencies.
*(26) Establish, maintain, and promote a collection of current professional resources for administrators and teachers.
*(27) Train faculty in the use of media resources, equipment, and technology.
*(28) Update professional skills and knowledge and keep abreast of recent developments in education, technology and media.
*(29) Conduct a staff assessment periodically to determine professional growth needs.
*(30) Model and maintain high standards of professional conduct.
*(31) Complete all required reports and maintain all appropriate records.
*(32) Set high standards and expectations for self, others, and school.
*(33) Support and participate in school improvement initiatives, services, and programs.
*(34) Contribute to the overall mission of the school by supporting school committees, programs, and services.
*(35) Conduct a media services program in a manner that ensures student growth/achievement is continuous and appropriate for age group, subject area and/or student program classification.
*(36) Provide appropriate educational opportunities to students for meeting their unique needs, talents, interests, and abilities.
(37) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

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MEDIA SPECIALIST (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

*Essential Performance Responsibilities

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