Media Specialist Job Description

JOB GOAL
It is the basic objective of Media Integration Specialist to provide accessible tools for students and staff to direct, enhance, and support the learning process. Knowledge of curricular areas is essential in order to serve the interdisciplinary needs of the learning community. It is the goal of the Media Integration Specialist to work in a flexible environment, collaborating with staff, teaching skills to students and staff, and maintaining the holdings of the Media Center.

REQUIRED QUALIFICATIONS:
1. Minimum of a Bachelor's degree from an accredited institution
2. Valid MS Educator's Certificate in Educational Media Specialist
3. Experience with multiple forms of instructional technology

DESIRED QUALIFICATIONS:
1. Post-graduate degree in library and information science or educational media from an accredited institution
2. Experience in a like position
3. Successful classroom teaching experience
4. Experience with staff development or training of adults

KNOWLEDGE, SKILLS, AND ABILITIES:
1. Effective oral and written communication skills.
2. Ability to demonstrate effective interpersonal relationships with students, staff, and parents.
3. Ability to organize, catalogue, display, distribute and produce instructional materials.
4. Ability to select and provide access to a wide variety of materials which meet the needs of various learning situations.
5. Knowledge and ability to teach information and technology literacy needed for independent learning.
6. Ability to provide an environment conducive to quick accessibility, good study habits, and development of proficient media users.
7. Knowledge of civil rights relating to free access to materials and copyright laws.
8. Ability to be flexible in order to accommodate teachers, students, parents/guardians, and community members.
9. Knowledge and ability to work with technology and assist integration in the classroom.

B. Education
1. Minimum B.S. in Elementary/Secondary Education including library science/media hours to meet State Certification standards.

C. Certification
1. A valid State of Mississippi certification in Elementary or Secondary Education and appropriate media endorsement.

D. Experience
1. Experience in elementary or secondary education and demonstrated knowledge of technology use and integration.

REPORTS TO: Site Administrator

PERFORMANCE RESPONSIBILITIES:

A. Use of Information and ideas

1. Informs students and staff of available technology/media and assist with its integration in the classroom.
2. Assembles collections of media that support the curriculum.
3. Is aware of cultural diversity/gender fair criteria in the selection and recommendation of materials.
4. Promotes ethical and efficient information seeking behaviors
    a. Models a variety of effective research techniques for a variety of formats for diverse purposes.
    b. Models and practices legal and ethical practices.
5. Supports intellectual freedom

B. Teaching and learning

1. Is familiar with curriculum content and instructional practices within the building [while teaching release-time classes (elementary only)].
2. Collaborates with and coaches teachers to provide instructional strategies and resources in teaching information and technology literacy skills.
3. Promotes the development of good reading habits.
4. Participates voluntarily in relevant growth activities.
5. Is knowledgeable about current trends in education.
6. Attends appropriate staff and department meetings.

C. Program administration

1. Provides media
    a. Uses current, recommended selection aids including multicultural/gender fair criteria.
    b. Solicits input from teachers and students concerning media needs.
    c. Selects and maintains media that will compliment and supplement district curriculum.
    d. Selects materials for a variety of student/staff interests, learning styles and reading levels.
    e. Assists in the development and administration of building media budget.
    f. Eliminates out-dated, inappropriate and unsuitable materials.
2. Maintains an accurate and current inventory of media materials and equipment, and submits reports in a timely manner.
3. Prepares materials for circulation
    a. Catalogs, classifies and organizes media according to accepted standards and ready accessibility.
    b. Supervises the processing of materials and circulation of media.
    c. Arranges for the inspection, maintenance, replacement, and repair of media under the realm of the responsibility assigned by the District.
4. Supervises, coordinates, and trains media center paraeducators, student helpers and volunteers.
5. Works with technology and its integration.
    a. Assists principal and District Coordinator in determining technology inservice needs.
    b. Assists staff to ensure technology is utilized to the fullest extent possible through meaningful integration into the District adopted curriculum.
6. Perform other duties as assigned