



South Lane School District

Job Description

Job Title: Media Specialist
Assignment: Elementary School
Reports To: School Administrator
Evaluated By: School Administrator

JOB SUMMARY

Work is performed in an elementary school setting when a certificated media teacher/librarian is not assigned.

The Media Technician is responsible for operating the school library/media center; maintains a quality facility to support student learning and literacy development; and provides a welcoming, well-organized, smoothly functioning environment that treats students with respect and patience and allows students, teachers, and staff to fully utilize resources and services.

The Media Technician works under the supervision of an administrator who assigns specific responsibilities, provides policy and procedural direction and guidance, and who is available in more difficult situations and emergencies related to student management. The Media Technician is expected to carry out operation of the media center/library with minimal supervision and direction by exercising considerable initiative, judgment, and decision making.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Works closely and collaboratively with teachers and administrators to establish operating strategies, schedules, and processes which are supportive of classroom teachers and student learning.
2. Demonstrates a clear understanding and working knowledge of an academic school library. Maintains an attractive and relevant learning atmosphere. Research new media, updates knowledge on current literature and media resources for purchase.
3. coordinates library textbook materials by processing new resources, deletes and disposes of discarded materials. Manage circulation of library and textbook inventory.
4. coordinates library scheduling, use of technology equipment (if applicable) and maintains and updates materials. May update the school library web page.
5. Plans and implements library activities in accordance with the building and District standards. Responsible to plan for all building classrooms {K-5}, along with other special programs in the school-wide schedule. Responsible for creating substitute plans for absences.
6. Performs student supervision in the library to effectively use library services and resources and serves as a positive role model for students. Takes steps to intervene when students are not in control, not in the proper location, or may be in dangerous or unsafe situations.
7. Maintains library scheduling, materials and patron information utilizing the library automation system; enters and deletes library materials, maintains books by barcoding, stamping, labeling, covering, and repairing, performs routine database maintenance and general reports. Track and collect lost or damaged book fees and book fair money according to building and district standards.
8. Leads and trains staff and volunteers in library procedures and processes. Assist media center patrons with locating information resources and materials. May coordinate book fairs and various other school activities.

9. Media Technician will perform Education Assistant duties, to include instructional groups and student supervision as needed. Perform other duties as assigned by building administrator and/or designee.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Two (2) years of experience that demonstrates essential knowledge of library operations, technology, and systems. All or part of the experience requirement may be met through the substitution of appropriate and related post-high school education on a year for year basis or proportion thereof.
- Must have or be able to pass the district's assessment demonstrating knowledge of, and the ability to assist in reading, writing, and math.

Interpersonal Skills: Initiative and ability to work independently with minimal direction. Sound judgment and decision-making capabilities are essential. Must possess and exercise strong organizational, prioritization, and administrative skills. Ability to interact with students, parents, staff, and community members, personally and through electronic communications, in a collaborative, warm and confident manner. Serve as a positive role model for students and practice professional behaviors.

Language Skills: Ability to communicate fluently verbally and effectively in writing in English. Ability to respond to common inquiries or complaints from staff, or members of the community. Ability to read and interpret documents.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Perform math computations accurately and work with accuracy and attention to detail.

Reasoning Ability: Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables where only limited supervision exists.

Computer Skills: Possess knowledge of basic office equipment and technology and intermediate keyboarding skills in order to operate library systems and technology, including knowledge of troubleshooting and updating media technology to support student learning.

Other Skills and Abilities: Ability to maintain confidentiality of all school and personnel matters. Abide by district rules, regulations, and practices regarding copyright law. Ability to appropriately communicate with diverse staff and others including vendors and other agencies. Ability to exercise good judgment and work in an environment with frequent interruptions. Ability to organize, prioritize, and work on multiple tasks simultaneously and work independently and effectively on complex tasks. Research and problem solve and meet deadlines.

Certificates, Licenses, Registrations: Certificates as determined by the district including a valid Oregon Driver License.

PHYSICAL DEMANDS

The physical demands 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 regularly required to talk or hear. The employee is frequently required to walk;

sit; use hands for fine manipulation, handle or feel and reach with hands and arms; use a keyboard and monitor. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must be able to regularly lift 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally low to moderate, but occasionally high depending on student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

AN EQUAL OPPORTUNITY EMPLOYER

South Lane School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Relay at (800)735-2900.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee
Reviewed/Adopted By: District CMC

Prepared Date: February 17, 2022
Review Date: April 19, 2023

I have read and understand this job description.

Signature:

Date:
