

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

WEST PLAINS R-VII SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Media Specialist/Instructional Technology Coach
REPORTS TO: Principal
DEPARTMENT: Library Science
LAST REVISED: December 9, 2015

PRIMARY DUTY

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.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ Providing 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
- ❖ Collaborate in the design and delivery of curricular instruction (information literacy skills)
- ❖ Access to resources which support classroom instruction
- ❖ Knowledge of the availability of appropriate library materials
- ❖ Use of interlibrary loan to access needed materials not in the building collection
- ❖ Assistance with location and access of sources and information within sources, including Internet
- ❖ Circulation of library resources, through check in, check out, shelving, holds, etc.
- ❖ Developing and maintaining the library program including: selecting, ordering, processing, cataloging, inventorying, weeding or removing, and repairing
- ❖ Maintaining patron records including maintaining up-to-date patron data base, notifying students and staff of overdue materials, collecting fees for damages and lost books
- ❖ Maintaining professional resources for teachers and involving them in purchasing decisions
- ❖ Developing and administering budget
- ❖ Assessing and guiding the development of the district library services program through completion of state report as well as observations of the teacher librarian
- ❖ Fostering an atmosphere which encourages student and faculty usage
- ❖ Develops, administers, and manages programs and facilities for the use of information resources and technologies.
- ❖ Promotes the appropriate use of online resources
- ❖ Provides leadership in collaborative planning for school technology, resources, and needs.
- ❖ Collaborating with classroom teachers in the preparation, presentation, and evaluation of units or assignments that utilize information technology resources;
- ❖ Assisting staff and students with strategies for intellectual access to information and ideas for learning (finding, judging, and using information) that they can use within and beyond school settings;

- ❖ Providing 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;
- ❖ Promoting the integrated use of technology as a learning tool;

SECONDARY JOB FUNCTIONS include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the secondary job functions.

- ❖ Participates in faculty and professional meetings, educational conferences, mentor programs and teacher training workshops.
- ❖ Attends staff meetings and serves on staff committees as required.
- ❖ Plans and supervises purposeful assignments for Library Secretaries, Library Clerks, Student Aides and Volunteers.
- ❖ Performs related duties such as sponsoring one or more co-curricular activities or student organizations, assisting pupils in selecting course of study, and counseling student in adjustment and academic problems.
- ❖ Contributes to the decisions made by the District and building regarding budget, facilities, curriculum, and personnel well-being.
- ❖ Maintains a physically and aesthetically attractive Library setting and exercises proper care of school equipment.
- ❖ Actively participates in PLC process and maintains professional development hours.
- ❖ Performs additional tasks and assumes such other responsibilities as assigned by the Principal.
- ❖ Voter registration

SUPERVISORY RESPONSIBILITIES in accordance with the District's policies and applicable laws.

- ❖ Supervises Library Secretaries, Library Clerks, Student Aides and Volunteers

EDUCATION and EXPERIENCE an equivalent combination of education, training and experience will be considered.

- ❖ Bachelor's degree (B.A.) from an accredited four-year College or University; a minimum of 1 year experience.
- ❖ Library Media Specialist Certification

KNOWLEDGE, SKILLS and ABILITIES which may be representative but not all inclusive of those commonly associated with this position.

- ❖ Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students.
- ❖ Math Ability: Basic math skills required.
- ❖ Active Listening: Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- ❖ Education and Training: Working knowledge of national and state legislation affecting the school library media program and apply this to library media center operations.
- ❖ Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.
- ❖ Computer and Equipment Skills: To perform this job successfully, an individual should have knowledge and experience with word processing software; spreadsheet software; presentation software, development software, web page design software and the Internet. Additionally individuals will utilize standard office equipment including photocopiers, telephone systems and AV equipment, download pictures, creates multimedia presentations.

- ❖ Cataloging Abilities: Understand MARC cataloging and authority records, Dewey Decimal system, subject headings.
- ❖ Personnel Management: Skilled at developing, motivating, and directing people as they work.

COMPETENCIES to perform the job successfully, an individual should demonstrate the following competencies:

- ❖ Interpersonal - Focuses on solving conflict; maintains confidentiality; remains open to others' ideas and viewpoints.
- ❖ Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully
- ❖ Initiative - Volunteers readily; asks for and offers help when needed.
- ❖ Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- ❖ Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- ❖ Development - Assesses own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.
- ❖ Written Communication - Writes clearly and informatively; able to read and interpret written information.
- ❖ Leadership - Inspires and motivates others to perform well; effectively influences actions and opinions of others; Inspires respect and trust; accepts feedback from others; provides vision and inspiration to students and peers; gives appropriate recognition to others.
- ❖ Ethics - Treats people with respect; works with integrity and ethically; upholds school District values.
- ❖ Adaptability - Adapts to changes in the work environment; changes approach or teaching method to best fit the situation.
- ❖ Attendance/Punctuality - Is consistently at work and on time.
- ❖ Judgment - Exhibits sound and accurate judgment; supports and explains reasoning for decisions.
- ❖ Mental toughness – Maintains composure, keeps emotions in check, controls anger, and avoids aggressive behavior, even in difficult and stressful situations.

EQUIPMENT USED TO PERFORM THE JOB which may be representative but not all inclusive of those commonly associated with this position.

- ❖ Standard office equipment including a facsimile machine, photocopier, telephone system and 10-key calculator.
- ❖ Personal computer, job-related software and printer.
- ❖ Library materials including A/V equipment, MARC Cataloging, overhead projectors, dry erase boards, bookshelves, bulletin board displays, televisions, DVD, VCR, LCD projectors, SMART Boards

WORK ENVIRONMENT environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- ❖ Exposed to minimal noise levels.
- ❖ This individual may be exposed to potentially hazardous bodily fluids.

PHYSICAL ABILITIES physical requirements commonly associated with the performance of the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ The employee may frequently lift and/or move up to 50 pounds. The employee is frequently required to feel, grasp, push, reach with hands/arms, hear, talk, stoop, kneel,

- crawl, perform repetitive wrist, hand and/or finger movement, and move up or down from/to sitting position.
- ❖ Specific vision abilities required by this job include close vision and distance vision.

TERMS OF EMPLOYMENT: Basic annual contract plus 10 days; compensation as per adopted salary schedule.

EVALUATION: Evaluated annually (probationary teacher) or every three years (permanent teacher) by Principal

APPROVED BY SCHOOL BOARD: _____