

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING  
DATE 10/2/2004

82.00

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

**TEACHER, MEDIA SPECIALIST**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certified by the State of Florida as an Educational Media Specialist.
- (3) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of current research in regard to the effective operation of a modern media center. Ability to organize and operate a media center that is the information center for the school and a center for life-long learning. Ability to communicate well in both written and oral forms with students, peers, administrators, and others. Knowledge and skill in the use and care of audio-visual equipment, computers and other current technologies. Ability to select, organize, maintain and catalog a wide variety of print materials. Knowledge of and skill in the use of a variety of computer software. Ability to select appropriate types and levels of materials for instructional and recreational purposes. Ability to manage the budget for the Media Center as assigned.

**REPORTS TO:**

Principal

**JOB GOAL**

To facilitate the teaching and learning process by providing an environment in which a variety of media is effectively utilized in an atmosphere, which promotes inquiry, creativity, self-direction and communication of information and ideas.

**SUPERVISES:**

Clerical Personnel and / or Assistants as assigned by the Principal

**PERFORMANCE RESPONSIBILITIES:**

**Planning/Preparation**

- \* (1) Develop long and short range goals and objectives for the media program based on student, faculty, and curriculum needs.
- \* (2) Plan with teachers and instructional leaders to develop curriculum and integrate media/information skills into the school program.
- \* (3) Develop schedules and organize resources to allow easy access to information and services.
- \* (4) Select library and other instructional support materials to enhance learning consistent with the needs of students with diverse cultural and social-economic backgrounds, learning styles, and special needs.
- \* (5) Review the School Improvement Plan, search out and plan for the procurement of materials necessary to support the media needs of students and staff.
- \* (6) Participate in the preparation for changing curriculum and continuous improvement requirements.

**Classroom Management**

- \* (7) Develop and implement policies and procedures necessary for the efficient and effective operation of the media center.
- \* (8) Prepare, submit, and administer media center budget based on program goals and objectives.
- (9) Create an inviting, attractive, safe atmosphere conducive to learning.
- \* (10) Maintain complete and accurate records as required by law, District policy, and administrative regulations.
- \* (11) Instruct, assign, and supervise support staff and volunteers.

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TEACHER, MEDIA SPECIALIST (Continued)

- \*(12) Coordinate the selection and acquisition process for media resources and equipment.
- \*(13) Provide for the use, maintenance, repair, and inventory of all media center materials and equipment.
- \*(14) Ensure accessibility to resources.
- \*(15) Provide for use of current technologies.
- \*(16) Manage student conduct in a positive manner.
- \*(17) Establish an operating environment which is inviting, stipulating and contemporary.

**Assessment/Evaluation**

- \*(18) Evaluate the efficiency and effectiveness of the media program.
- \*(19) Use evaluation results to improve media services.
- \*(20) Assist with responsibilities for school testing program by proctoring and scheduling space.
- \*(21) Handle all test materials in a confidential and secure manner.
- \*(22) Solicit ongoing feed back from members of the school staff regarding the availability, use and impact of media instructional support materials.
- \*(23) Develop a system of records which provide an appropriate database for evaluating the use and distribution of the media collection and supporting materials.
- \*(24) Provide feedback to classroom teachers regarding students and their media center habits with the intent of providing additional evidence of student growth and developmental needs.

**Intervention/Direct Services**

- \*(25) Teach library media skills in collaboration with teachers to support classroom instruction.
- \*(26) Provide instruction in use of resources, services, and equipment.
- \*(27) Encourage and train faculty to incorporate library media resources into curriculum.
- \*(28) Provide reference assistance.
- \*(29) Demonstrate knowledge and understanding of a broad curriculum base.
- \*(30) Apply principles of learning and effective teaching in instructional delivery.
- \*(31) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
- \*(32) Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
- \*(33) Use appropriate materials, technology, and resources to help meet learning needs of all students.
- \*(34) Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- \*(35) Provide instruction on safety procedures and proper handling of materials and equipment.
- \*(36) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting actions.

**Technology**

- \*(37) Use technology resources effectively.
- \*(38) Use appropriate technology in instructional delivery.
- \*(39) Use technology to establish an atmosphere of active learning.
- \*(40) Provide students with opportunities to use technology to gather and share information with others.
- \*(41) Facilitate student access to the use of electronic resources.
- \*(42) Explore and evaluate new technologies and their educational impact.
- \*(43) Use technology to review student assessment data.
- \*(44) Use technology for administrative tasks.
- \*(45) Assist classroom teachers with the effective use of technology.

**Collaboration**

- \*(46) Collaborate with teachers to support instructional goals and objectives.
- \*(47) Participate in overall school curriculum planning and development.
- \*(48) Develop an effective public relations program to promote media resources and programs.
- \*(49) Maintain contact with other library, education and information agencies.

**Staff Development**

- \*(50) Develop, maintain, and promote a collection of current professional resources for administrators and teachers.
- \*(51) Provide faculty training on the use of media resources and equipment.

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TEACHER, MEDIA SPECIALIST (Continued)

- \*(52) Update professional skills and knowledge and keep abreast of recent developments in education, technology, and media.
- \*(53) Assist others in acquiring knowledge and understanding of particular area or responsibility.
- \*(54) Engage in continuing improvement of professional knowledge and skills in an ongoing and consistent manner.
- \*(55) Periodically conduct a personal assessment to determine professional growth needs with reference to the specific instructional assignment and district programs.
- \*(56) Manage within an organizational context a personal professional development program by setting goals and time tables.
- \*(57) Participate in school data collection of input on principal's performance assessment program.

**Professional Responsibilities**

- \*(58) Perform and fulfill professional responsibilities.
- \*(59) Comply with copyright laws and inform faculty and students of the laws and their application to educational institutions.
- \*(60) Act in a professional and ethical manner and adhere at all times to the professional Code of Ethics.
- \*(61) Support and actively participate in school improvement initiatives services and programs.
- \*(62) Contribute to the overall school mission by supporting various school committees and services such as PTO, School Advisory Committee, text book selection, curriculum development, student activities, and accreditation.
- \*(63) Market the use of the media center as a learning resource opportunity.
- \*(64) Perform other tasks consistent with the goals and objectives of this position.

**Student Growth and Achievement**

- \*(65) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- \*(66) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and / or up to 20 pounds of force frequently and / or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

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

**EVALUATION:**

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

Job Description Supplement Code 5