

The Lead Media Specialist supports media center staff across all schools to ensure the effective implementation of the media center curriculum, enhance student achievement, and provide equitable access to resources that support learning. The Lead Media Specialist collaborates with staff to analyze learning and information needs, locate and utilize appropriate resources, and communicate key information effectively. Through professional development, coaching, and strategic support, the Lead Media Specialist helps expand the understanding of information literacy and ensures that media centers serve as vibrant, integral components of student learning experiences. This position requires a strong background in library science, instructional support, and professional development.

Chain of Command

The Lead Media Specialist reports to Academic Equity and Excellence Director

Competencies of the Media Specialist

The Lead Media Specialist shall possess knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to Arizona Standards in their area of assignment. Additionally, listed below are the competencies required for this position:

Accountability: Holds self and others accountable for teaching curriculum, and producing measurable high quality, timely, and cost-effective results. Determines objectives and sets priorities. Accepts responsibility for mistakes.

Communication: Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.

Collaboration: Works productively and positively with district personnel, school administration, teachers, parents, and community members to promote library usage and support student learning.

Problem Solving: Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

Resilience: Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.

Results Oriented: Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

Essential Duties of the Lead Media Specialist**Media Center Leadership & Support**

- Serve as the primary resource for school Media Centers.
- Develop and implement district-wide strategies to ensure consistency and quality in school library/media center programs.
- Provide ongoing guidance and mentorship to media center support staff, ensuring they have the skills to manage daily operations effectively.

Training & Professional Development

- Design and deliver professional development for media center support staff on topics such as collection management, reader engagement, digital resources, and library technologies.
- Train support staff in best practices for fostering student literacy, assisting with research skills, and maintaining an organized, welcoming library/media center space.
- Offer coaching and individualized support to school based media center and district bookroom staff.

Curriculum & Instructional Support

- Collaborate with teachers and administrators to integrate library/media center resources into the curriculum.
- Promote information literacy, digital citizenship, and research skills across grade levels.
- Lead and manage the selection and curation of print and digital resources that align with curriculum standards and student needs.
- Management of district distribution of curriculum materials and supplies, including school-based material requests, bookroom management and yearly ordering.

Media Center Management & Operations

- Lead and manage the implementation of library/media center management systems, ensuring that support staff can effectively catalog, circulate, and maintain collections.
- Selects, acquires, and maintains book selection, discarding of outdated materials, and maintaining diverse, engaging collections, including both physical and digital resources.
- Ensures compliance with district policies and best practices for library operations and student access to materials.

Minimum Qualifications

Bachelor's Degree in specialized area of assignment; or

Equivalent combination of education and experience to successfully perform the essential duties of the job listed above

Valid Arizona Teacher Certification with Library-Media Specialist Endorsement

Preferred Qualifications

M.A.Ed. in Education or Library Science

Date Revised

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