

Position: District Media Specialist

Job Summary: Plans and establishes Library Media program goals and outcomes in accordance with district curriculum and state guidelines.

Qualifications:

1. Valid Illinois Teaching certificate with certified library endorsement from ISBE.
2. Master's Degree from an accredited educational institution in Library and Information Science or related field
3. Ability to work cooperatively with district faculty and staff to plan, develop, and implement a high level of media services and programs
4. Experience in supervisory responsibilities
5. Ability to administer all district media center operations
6. Ability to communicate and express ideas effectively in both oral and written forms

Reports to: Superintendent or designee.

Skills:

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports and present, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to communicate effectively with students, faculty, and staff.
- Ability to work with mathematical concepts such as probability and statistical inference that are directly related to the duties of this position.
- Ability to solve practical problems and deal with various concrete variables in situations with limited standardization.
- Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.
- Ability to apply current research and theory knowledge to instructional programs and plan and implement lessons based on district and school objectives.
- Ability to establish and maintain effective relationships with students, faculty, and staff.
- Excellent oral and written communication skills.
- While performing the duties of this job, the employee may occasionally push or lift up to 75 lbs, such as boxes of books and shelving. The employee may also be required to lift and move moderately heavy loads of material and spend extended time in front of computer terminals.

Responsibilities:

- Supervises students in the media center, media assistants, media clerks, and media center volunteers.
- Directs and administers the media center program based on the district's mission statement, goals, and objectives
- Develop and evaluate, in consultation with the building principals, a plan for media center programs and operations.
- Administers the annual budget for media materials and services of said materials.
- Coordinates requisitions for needed materials and services based on District policies and procedures.

- Responsible for maintaining an accurate record of Media Services expenditures.
- Supervises and evaluates in consultation with the building principals, media assistants, secretaries, and clerks.
- Consult with the building principals in recruiting, hiring, and training media assistants, secretaries, and clerks.
- Oversees the maintenance of building collections of media materials and equipment through weeding, inventory, and collection management development
- Coordinates procedures for the selection/deselection of media materials and equipment according to District guidelines
- Establishes district media center operational policies and procedures, including circulation of materials, processing, and ordering of materials, fines, media center usage, donations, and interlibrary loan processes based on the District's goals and objectives.
- Plans and implements information technology curriculum through the media centers when circumstances allow.
- Provides instruction in using media services materials and resources when possible or by appointment at the teacher's request.
- Promotes the development of research skills in District students.
- Provides reference assistance to District students and staff.
- Collaborates with teachers who request specific information technology instruction.
- Coordinates interlibrary loan requests for District faculty, staff, and students.
- Participates in local and state professional library and school media organizations.
- Handles challenged materials and copyright issues according to District policies.
- Communicates information concerning District media services and programs to students, faculty, and staff.
- Serves as requested on District improvement and curricular committees.
- When the media secretary, media clerk, and volunteers are unavailable, check out materials for district faculty, students, and staff.
- Provide media services to building media centers when assistants or volunteers are absent or unavailable.
- Provides original cataloging information for media materials as needed.
- Plans for, in consultation with the building principals, effective media center space utilization.
- Delivers media materials and services to faculty, staff, and students across the district.
- Plans and implements all training for media center volunteers.
- Other duties are assigned.

Evaluation: The superintendent or designee will evaluate the District Media Specialist according to the guidelines set forth by the Professional Teachers Negotiation Agreement.

Benefits:

- The O'Fallon Classroom Federation of Teachers Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.