Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Media Specialist**

Qualifications:

Credentials: Valid teacher's certificate, Standard Oklahoma Library Certificate

Education: Bachelor's degree required; Masters of Library and Information Science preferred

Training/Experience Required: Sufficient to hold teacher's certificate and possess Library certificate.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition to above, composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition, must use creativity; may make public speeches or presentations. Must be able to teach classrooms.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets all material in the media center and must know how to locate resources for teachers and students.

Business Machines/Technological Skills: Uses technology requiring thorough competence derived from training such as automated software for media centers, cataloging and retrieval, CD Rom, modems, etc.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Incidental typing/keyboarding is required but not proficiency is required.

Job Goal (Purpose of Position): Performs skilled/professional-level media center duties under limited supervision to support the mission of the Library Media Program to meet curriculum goals, to increase access to library media resources/audio-visual equipment, and to oversee the clerical and technical assistants in the library to provide service to teachers, students, and other library patrons. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them on alternative courses of action.

Other Performance Measures: Knowledge of subject matter; cares for and effectively assists students with special concerns; establishes guidelines/syllabus with effective instructional/teaching objectives; encourages effective learning with proper teaching techniques; ensures students are acquiring skills and knowledge to apply principles, theories and other learning; properly monitors student progress (grading, feedback, etc.) and provides environment to encourage independent thinking challenges for more motivated students; maintains proper classroom/media center discipline.

Contributes to effectiveness/quality of district programs, including extracurricular programs; keeps accurate records, reports, etc. pursuant to district policy; actively supports and looks for ways to improve the quality of customer service as provided by the district; cooperates with other district personnel to improve the quality of education; when serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; continues to be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):

1. Operates and supervises the library to which assigned.

2. Evaluates, selects, and requisitions new library materials.

3. Assists teachers in the selection of books and other instructional materials and makes library materials available to supplement the instructional program.

4. Informs teachers and other staff members concerning new materials the library acquires.

5. Works with teachers in planning those assignments likely to lead to extended use of library resources.

6. Maintains a comprehensive and efficient system for cataloging all library materials and instructs teachers and students on use of the system.

7. Promotes appropriate conduct of students using library facilities.

8. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.

9. Plans cooperatively with classroom teachers for the presentation and discussion of information skills developed through the content areas.

10. Arranges frequently changing book-related displays and exhibits likely to interest the library's patrons.

11. Prepares and administers the library budget.

12. Supervises library assistants/aides in the performance of their duties.

13. Supervises the clerical routines necessary for the smooth operation of the library.

14. Supervises students in the use of and training for technological resources.

15. Performs other duties as assigned by the Principal/Media Coordinator.

Supervision exercised: An incumbent supervises other Media Assistants/Aides, and clerical employees.

Site: Elementary, Junior High and High School

Reports To: Media Coordinator/Principal

Physical/Mental Requirements and Working Conditions:
Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the media center, locate and retrieve or shelve books or materials. There is occasional carrying and lifting to receive and handle book orders, move damaged equipment, lift and move audio-visual equipment and move library furniture.

Terms of Employment:	In compliance with Negotiated Contract and/or State Law
Salary:	To be established by the Board
Evaluation:	Performance of this job will be evaluated in accordance with Board policy.

Approved 3/8/1993