

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8761  
Pay Grade: E07

FLSA: Exempt  
PTS

**LIBRARY MEDIA AND INSTRUCTIONAL MATERIALS SPECIALIST**

**MINIMUM QUALIFICATIONS**

Master's degree from an accredited college or university in Library Media, Educational Leadership or related field. Five (5) years of experience as a Library Information Specialist, School Library Media Specialist, or in a comparable position, including three (3) years of successful teaching experience. Demonstrated organizational and communication skills.

**MAJOR FUNCTION**

The Library Media and Instructional Materials Specialist supervises and coordinates library media, technology, and instructional materials programs across all district schools and centers, ensuring resources meet district and state standards. This position develops and implements strategic plans aligned with district and customer requirements, monitors performance measures, and evaluates program outcomes to support high-quality library media services and student achievement. It also oversees the review of instructional materials requisitions in accordance with the Recommended and County-Approved Instructional Materials Program and applicable state requirements for both state-adopted and non-state-adopted materials, while maintaining accurate records and fiscal accountability for the district textbook account.

**ESSENTIAL RESPONSIBILITIES**

- Serves as a consultant and collaborates with district departments, school administrators, library information specialists, colleges, universities, professional organizations, and community groups, providing guidance on library media, technology, audiovisual production, computer networks, multimedia programs, and the effective use of related equipment.
- Advises library information specialists on the selection and utilization of library materials, including print resources, audiovisual materials, computer software, and online services.
- Manages data collection and reporting functions in library media and technology and uses data to inform decisions.
- Solicits and incorporates input from staff, schools, parents, and the community to improve library media and technology programs.
- Plans, coordinates, and presents training for library information specialists, media assistants, teachers, and administrators on national educational trends, and provides guidance on evaluating and improving library media and technology programs in support of state standards and district strategic goals for student achievement.
- Supervises the cataloging of print and non-print resources, application to the statewide union catalog, maintenance of the media resource library, and enforcement of copyright law throughout the district.
- Allocates resources to school library information centers, establishes and oversees annual budgets from various funding sources, including block grants and state allocations, and writes or supports grant applications to enhance library media and technology programs.
- Manages relationships with vendors, including the Florida School Book Depository, maintains software agreements, supports schools with periodical subscriptions, and coordinates textbook requisitions and deliveries.
- Coordinates the annual state-adopted instructional materials process, including distribution, transfer, redistribution, and disposition of instructional materials and textbooks.
- Ensures compliance with all provisions of the Florida Statutes and State Board of Education regulations governing the State Free Instructional Materials Program.
- Maintains perpetual inventories by school and supports district policies.
- Interprets and monitors the district policy on library media and technology, provides input, and participates in the legislative process to secure adequate funding for instructional materials.
- Maintains information systems and programs to support the division.
- Keeps abreast of rapidly changing technological advances and current educational philosophy to inform program decisions.

## LIBRARY MEDIA AND INSTRUCTIONAL MATERIALS SPECIALIST

| ESSENTIAL RESPONSIBILITIES (CONTINUED)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <ul style="list-style-type: none"><li>• Coordinates and promotes countywide student program initiatives to enhance library media, engagement, and learning outcomes.</li><li>• Performs other related duties as assigned.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| TERMS OF EMPLOYMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><i>Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.</i></p> <p><i>Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p> |
| HISTORY OF JOB CLASSIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| ISSUED: 02/24/26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## LIBRARY MEDIA AND INSTRUCTIONAL MATERIALS SPECIALIST

| WORKING CONDITIONS & PHYSICAL EFFORT:                                                                                               | Seldom<br>Or<br>Never | Monthly | Weekly | Daily | Hourly |
|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds                                                                                            |                       | X       |        |       |        |
| 2. Lift objects weighing 21 to 50 pounds                                                                                            | X                     |         |        |       |        |
| 3. Lift objects weighing 51 to 100 pounds                                                                                           | X                     |         |        |       |        |
| 4. Lift objects weighing more than 100 pounds                                                                                       | X                     |         |        |       |        |
| 5. Carry objects weighing up to 20 pounds                                                                                           |                       | X       |        |       |        |
| 6. Carry objects weighing 21 to 50 pounds                                                                                           | X                     |         |        |       |        |
| 7. Carry objects weighing 51 to 100 pounds                                                                                          | X                     |         |        |       |        |
| 8. Carry objects weighing 100 pounds or more                                                                                        | X                     |         |        |       |        |
| 9. Standing up to one hour at a time                                                                                                | X                     |         |        |       |        |
| 10. Standing up to two hours at a time                                                                                              | X                     |         |        |       |        |
| 11. Standing for more than two hours at a time                                                                                      | X                     |         |        |       |        |
| 12. Stooping and bending                                                                                                            |                       | X       |        |       |        |
| 13. Ability to reach and grasp objects                                                                                              |                       |         |        | X     |        |
| 14. Manual dexterity or fine motor skills                                                                                           |                       |         |        |       | X      |
| 15. Color vision, the ability to identify and distinguish colors                                                                    |                       |         |        | X     |        |
| 16. Ability to communicate orally                                                                                                   |                       |         |        |       | X      |
| 17. Ability to hear                                                                                                                 |                       |         |        |       | X      |
| 18. Pushing or pulling carts or other such objects                                                                                  | X                     |         |        |       |        |
| 19. Proofreading and checking documents for accuracy                                                                                |                       |         |        |       | X      |
| 20. Using a computer to enter and transform words or data                                                                           |                       |         |        |       | X      |
| 21. Using various technology tools                                                                                                  |                       |         |        |       | X      |
| 22. Working in a normal office environment with few physical discomforts                                                            |                       |         |        |       | X      |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions              | X                     |         |        |       |        |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions                     | X                     |         |        |       |        |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X                     |         |        |       |        |
| 26. Operating automobile, vehicle, or van                                                                                           |                       |         | X      |       |        |
| 27. Other physical, mental or visual ability required by the job                                                                    | X                     |         |        |       |        |

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