Media Specialist

Reports to: School Principal
Supervises: None
Term of Employment: 10 months'
Salary: State Salary Schedule plus local supplement
FLSA Exempt/Non-Exempt: Exempt

Qualifications:
- Media Coordinator License

Essential Job Functions:

1. Planning and implementing for teaching and learning
   - Assesses learning and information needs of students and staff
   - Plans and works collaboratively with teachers
   - Instructs students and staff in the effective use of ideas and information
   - Incorporates information literacy into day-to-day instruction
   - Advocates and promotes reading and lifelong learning
   - Assists Digital Integration Facilitator team in the school's use of instructional technology to enhance learning
   - Upgrades professional knowledge and skills on a continual basis

2. Planning and implementing for information access, evaluation and use
   - Works with the principal and school leadership team to provide flexible access to school library media center resources
   - Creates and maintains an environment conducive to learning
   - Encourages the widest possible use of print and electronic resources and services—within the school library media center, throughout the school, and through remote access
   - Leads teachers, staff, and students in a collaborative process to select and evaluate resources that address curricular needs and learning goals of students and teachers in the information age
   - Keeps accurate inventories of print materials
   - Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning
   - Implements an ongoing collection development and evaluation process, in collaboration with the Media and Technology Advisory Committee, that focuses on a variety of formats and resources to meet diverse learning needs.
   - Adheres to copyright as well as other laws and guidelines pertaining to the distribution and use of resources
   - Advocates the principles of intellectual freedom and ethical behavior

3. Planning and implementing for program administration
   - Works with school staff to design and implement short- and long-range plans to ensure balance among teaching, instructional technology, collaboration, collection development, and program management
• Evaluates the school library media program on a continual basis according to accepted standards of quality
• Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources
• Leads in the budgetary process of the school through the Media Advisory Committee to ensure equity of access to instructional materials
• Leads the Media Advisory Committee in effective decision making to promote the school library media program
• Interacts effectively with students, staff, administration, and the general public to promote and expand the school library media program
• Demonstrates professional integrity through ethical behavior
• Prepares and submits accurate reports as required
• Carries out assigned non-instructional duties and adheres to established laws, policies, rules, and regulations
• Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

• physically operate a variety of equipment including computers, copiers, microfiche readers, filmstrip projectors, VCRs, compact discs, etc.
• compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data or people
• speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors
• read a variety of correspondence, reports, forms, journals, books, etc.
• prepare correspondence, reports, forms, records, presentations, etc., using prescribed format
• apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form
• record and deliver information, to explain procedures, to follow oral and written instructions and communicate effectively and efficiently in standard English
• utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals
• inspect items for proper length, width and shape
• coordinate hands and eyes rapidly and accurately in using automated office equipment
• handle a variety of items, office equipment, control knobs, switches, etc. and have minimal levels of eye/hand/foot coordination
• differentiate between colors and shades of color
• deal with people beyond giving and receiving instructions
• perform under stress and when confronted with persons acting under stress
• talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear and communicate via telephone
• demonstrate considerable knowledge of the daily operations of a library media program
• demonstrate considerable knowledge of online catalog and print and electronic reference resources
• demonstrate considerable knowledge of the circulation process for library media resources
• demonstrate considerable knowledge of procedures and regulations for users of the library media program
• demonstrate general knowledge of how to operate media production equipment, general office machines, and personal computer
• demonstrate general knowledge of common spreadsheet, word processing, and database programs
• demonstrate some knowledge of repair and maintenance of print and non print materials
• maintain complete and accurate records and to develop reports from those records
• understand and follow oral and written instructions
• perform the physical labor required of the position