

Union Public Schools Job Description

Position Title: Media Specialist
Department: Teaching and Learning
Reports To: Site Administrator

FLSA Designation: Exempt

SUMMARY: Plans and establishes media program, goals and outcomes in accordance with building curriculum and District and state guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Evaluates, selects and orders learning resources.
- Delivers media curriculum outcomes to students in partnerships with other teaching staff.
- Assists teachers in the selection of books and other instructional materials, and makes media center materials available to support and enrich curriculum of the building.
- Informs teachers and other staff members concerning new learning materials the media center acquires.
- Plans and supervises the distribution and storage of all media materials and equipment.
- Arranges for interlibrary loan of materials.
- Works with teachers in planning those assignments likely to lead to extended use of media center resources.
- Helps students to develop habits of independent information access and use to develop the skills in the use of instructional materials in relation to leaning outcomes.
- Counsels with and gives reading guidance to students who have special reading needs.
- Removes obsolete and work materials from the collections to reflect changing curriculum needs of the building.
- Supervises the operational routines of the media center.
- Analyzes the media program on an annual basis to establish new policies and services as necessary.
- Determines need to update technology.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervised students, parent volunteers and student helpers. Directs paraprofessional and media secretary interaction with staff/ students.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Master's degree in Library Science or Instructional Technology. Two year teaching experience, K-12 media certificate from the State.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Teaching Certificate with Media endorsement.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.