



JOB TITLE	DEPARTMENT	REPORTS TO
District Media Specialist	Curriculum Department	Director of Curriculum

Position No: 62035	Length of Work Year: 12 Months
Salary Schedule: IN12	Date Approved: 6/28/22
FSLA: Exempt	Date Revised:

JOB GOAL
To provide oversight and support to school-based Media Specialists so that they may provide an enriched library/media environment that will invite intellectual growth and ensure that students and staff have effective access to ideas and information.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree. 2. Florida certification in Educational Media Specialist. 3. Minimum of 3 years as a school-based Media Specialist 4. Ability to perform the functions of position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To provide professional development to Media Specialists in best practices, research, policies and procedures to reflect the philosophy of the school district and ensure world-class media centers. 2. To support Media Specialists in their unique role of evaluating, selecting and acquiring materials and equipment to support the curriculum and the varied interests and abilities of the students served with input from the school's faculty in accordance with statute and board policy. 3. To maintain an efficient district-wide system for circulation, retrieval, repair/purging storage and inventory of the collection. 4. To provide support to schools and the district on requests for reconsideration or challenged materials with the School Materials Review Committee or the District Materials Review Committee. 5. To collaborate with Curriculum Developers to support Media Specialists in providing reading guidance appropriate for the developmental level of students to promote literacy and the enjoyment of reading. 6. To provide staff with opportunities to develop and enhance their skills in the use of information/instructional resources and technologies. 7. To provide instruction to staff regarding laws and policies pertaining to the use and communication of ideas, information and access to the internet and copyright laws. 8. To establish district library/media goals that support the overall curriculum goals of the district and to periodically evaluate the attainment of these goals. 9. To facilitate training in managing the library/media center budget policies and procedures. 10. To train and develop training materials for all library/media center staff and volunteers. 11. To perform assigned tasks in a timely and efficient manner. 12. To perform assigned tasks with a high standard of quality 13. To perform other duties as assigned by the Principal.

PHYSICAL DEMAND CLASS:
Medium (M): Frequent lifting and carrying of objects weighing 25 pounds or less; Infrequent lifting and carrying of objects weighing 26-50 pounds; Continuous walking and/or standing is required to carry out duties.