



JOB TITLE	DEPARTMENT	REPORTS TO
Media Specialist	School Based	Principal

Position No: 62030, 62031, 62932	Length of Work Year: 10 Months
Salary Schedule: IN10	Date Approved: 7/13/99
FSLA: Exempt	Date Revised: 05/14/14

JOB GOAL
To 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

1. Bachelor's Degree.
2. Florida certification in Educational Media Specialist.
3. Ability to perform the functions of position.

DUTIES AND RESPONSIBILITIES

1. To operate and supervise the library/media center so as to reflect the philosophy of the school.
2. To orient students, staff, and patrons to the resources of the library/media center and assist them in the use of various media and technologies.
3. To evaluate, select and acquire materials and equipment to support the curriculum and the varied interests and abilities of the students served with input from the school's faculty.
4. To maintain an efficient system for circulation, retrieval, repair/purging storage and inventory of the collection.
5. To provide 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 the staff regarding laws and policies pertaining to the use and communication of ideas, information and access to the internet.
8. To establish library/media goals that support the overall curriculum goals of the school and to periodically evaluate the attainment of these goals through review with the administration and faculty.
9. To prepare and manage the library/media center budget policies and procedures under the direction of the principal.
10. To train and supervise all library/media center staff and volunteers.
11. To supervise students using technology in order to provide assistance, assure resource appropriateness, accuracy of information, etc.
12. Maintain, support, troubleshoot, and report the library/media center computer network.
13. To collaborate with the faculty the scheduling of information skill instruction correlated with curriculum.
14. To perform assigned tasks in a timely and efficient manner.
15. To perform assigned tasks with a high standard of quality
16. 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.