



Columbia County School District Job Description

Position Title: Media Specialist		
Department: School	Evaluation Instrument: Performance will be evaluated annually by the Principal in accordance with Policy GBI-Evaluation of Personnel.	
Pay Grade: Teacher Salary Schedule based on certificate level and years of acceptable experience	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 190 Days Per Year, 8 Hours Per Day		
Reports to: Principal		
Supervises: Media Paraprofessional		

MINIMUM QUALIFICATIONS

Education: Master's degree in school media. Valid Georgia professional service certification in School Media Specialist.

Essential Knowledge/Skills: Extensive knowledge of human growth and development patterns and implications for instruction; Ability and training necessary to effectively utilize technology in the planning, implementation and evaluation of instruction; Knowledge of sound educational research and instructional practices in area of expertise; Continuous staff development and participation in workshops, classes or other activities designed to improve skill and performance and to stay abreast of current trends in subject content and school improvement; Ability to support students with a high level of expectation for behavioral and academic standards; Ability to motivate students to be productive learners challenge all students to meet world class standards of educational excellence.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Provides orientation of media center facilities, programs, materials and equipment, promoting the use of each.
- Evaluates, selects, classifies, schedules, utilizes and maintains print and non-print materials and related equipment.
- Coordinates media center services, materials and equipment with the total school curriculum and maintains active participation in planning curriculum.
- Knows and supports the educational goals of the school and community.
- Coordinates audio-visual programs and materials including state tape and film services.
- Cooperates with the administration and faculty in providing reading, listening and viewing guidance for students.
- Prepares and keeps records and inventories on all media center materials and equipment.
- Catalogs, processes and houses media center materials and equipment making them accessible to students and faculty through a functional system of charging.
- Weeds, updates and balances the collection.
- Participates in professional meetings and local, state, and national organizations, keeping abreast of current trends in education and media.
- Organizes and guides a building level media center committee to assist in the selection and evaluation of materials and services.
- Extends media center services through community resources such as the public library.
- Provides attractive and appropriate media center atmosphere.
- Prepares a budget and purchases materials.

- Supervises the clerical routines and activities of the support staff and administers the total media center program.
- Promotes, supervises, and instructs in the production of educational materials.
- Solicits staff and student requests for materials and equipment.
- Maintains a teaching role through instruction in the effective use of media and equipment.
- Provides a public relations program designed to communicate the philosophy and goals of the school media center to the students, faculty, administration and community.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: February 2016