



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Media Specialist
CONTRACT YEAR:	196 Days
PAY GRADE:	Teacher Salary Schedule

QUALIFICATIONS:

EDUCATION: An earned bachelor’s degree from an accredited institution. An earned master’s degree in library science and/or educational media preferred.

EXPERIENCE: Teaching experience preferred.

ADDITIONAL REQUIREMENTS: Certification as a media specialist, K-12

Special Qualifications - Ability to plan, implement and administer a media program; design, conduct, and evaluate learning activities that teach information literacy; build and manage collections that include diverse formats; organize, establish, and supervise routines and procedures for efficient operation of the media center. Requires expertise in print, nonprint and electronic information resources, library management systems, current and emerging instructional technologies, and knowledge of current educational trends and teaching practices.

Bilingual skills preferred. Computer skills as required for the position.

REPORTS TO: Administrator/Principal or designee

SUPERVISES: May supervise one or more employees, as assigned

POSITION GOAL: To develop, implement, and direct a library media program that supports the educational philosophy and meets the needs of the school.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Media Specialist shall:

1. plan, administer, and supervise the library media program, developing policies and procedures for efficient operation and optimal service.
2. organize and facilitate a physical environment designed to meet the needs of all learners.

3. establish annual and long-range goals correlated to the School Improvement Plan in conjunction with the Library Media Advisory Committee.
4. provide an on-going evaluation of the library media/technology program and modify the program as needed.
5. prepare and administer the media center budget, keeping records of all expenditures.
6. design and implement a collection development plan which includes selecting and acquiring resources, maintaining a current inventory, weeding materials, and assessing and evaluating the collection.
7. review current developments, literature, and technical sources of information related to job responsibility.
8. provide students and teachers full accessibility to the library media center and its resources throughout the school day.
9. maintain an efficient system for classifying, cataloging, circulating, and inventorying all media center materials, according to districtwide standards.
10. maintain up-to-date bibliographic records of library media materials, adding, deleting, or modifying data as appropriate.
11. work as a curriculum and instructional leader on the school's leadership teams.
12. inform teachers, students, and administrators about new materials and recent media/technology developments in their specific instructional area.
13. be knowledgeable of current legislation and regulations and collaborate with staff and administrators to develop and implement policies and procedures related to copyright, acceptable use of information networks, and intellectual freedom issues.
14. provide staff development in and model the use of instructional resources and new information technologies.
15. maintain a professional library collection and provide access to off-site resources to promote professional development of the faculty and administrative staff.
16. deliver services coordinated with the technology specialist or the instructional technology specialist that meet the technology needs of the entire learning community through:
 - a. establishing an environment that encourages use of instructional technology.
 - b. assisting educators in planning for the use and integration of the full range of technologies to meet the learner's information need.
 - c. assisting the school in evaluating the current technology status and preparing an action plan for incremental improvement.
17. ensure that students receive planned, sequential information skills instruction.
18. plan common objectives and instruction with teachers.
19. collaborate with teachers to develop curricular content that integrates information literacy skills into instructional activities.
20. promote reading and the use of information resources, through such activities as storytelling, booktalks, displays, publications, research projects, and special events.
21. select, collect, organize, store, and disseminate information in various formats.
22. provide a professionally selected, up-to-date, and diverse collection of media/technology resources for different levels of maturity, ability, and interest.
23. seek educator and student participation in selection and evaluation of materials, information databases, and technologies which support learning objectives.
24. support cooperative resource sharing with other library media/technology centers and local, state, national, and global information agencies.
25. attend workshops, inservice activities, conferences, and keep professional skills updated.

26. serve on school and district committees to plan, develop, and implement effective uses of information resources in all formats for learning and teaching.
27. review current developments, literature, and technical sources of information related to the job responsibility.
28. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
29. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
30. train, supervise, and evaluate library media clerks, paraprofessionals, and parent and student volunteers.
31. ensure adherence to good safety procedures
32. follow Federal and State laws, as well as School Board policies.
33. perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board approved: 4/14/77
4/20/78

ER80-12 Approved: 10/2/80

Revised: 4/1/2003
Adopted: 5/6/2003

Revised: 10/05/04