



Mobile County PUBLIC SCHOOLS

Job Description Title – MEDIA SPECIALIST

SUPERVISED BY/REPORTS TO: Principal or his/her designee

FLSA Designation: Exempt

QUALIFICATIONS:

- Master's Degree from an accredited college or university with a major in Library Science/Educational Media.
- Valid Alabama Media Specialist certificate.
- Ability to be punctual and maintain regular attendance.

SPECIFIC 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; organized, 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.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promote positive interactions with other faculty members and stakeholders. All social media accounts should be professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

REASONING ABILITY:

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the social science course being taught for students in the secondary grades. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions. Ability to connect standards and skills to real world situations.

COMPUTER SKILLS:

Knowledge of computer usage and ability to use email, internet software, and word processing software. Must be familiar with the use of library cataloging systems, cataloging tools and circulation systems. Must learn other software used by the district for library book inventory and check in and check out purposes.

PHYSICAL REQUIREMENTS:

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. While performing the duties of this job:

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or squat. The employee may be on their feet standing for over an hour. The employee may regularly lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

1. Plans and facilitates the library orientation program. Plans, administers, and supervises the library media program, develops policies and procedures for efficient operation and optimal service. Ensures that students receive planned, sequential information skills instruction.
2. Teaches information library skills, including how to access, evaluate and use information from a variety of sources; provide reading guidance to students, assisting them in finding appropriate material to meet their individual and ability level; provide a full range of library services including: instruction, research support, reference, reading promotion, library website content, instructional technology, evaluation, and use of learning resources to meet curricular and personal interests.
3. Processes and manages, catalogs, circulates, sorts, shelves, and inventories library materials, textbooks, and digital devices essential to instruction and student learning.
4. Prepares, manages, and monitors the library budget in accordance with district and school guidelines. Maximizes efficient use of available funds and provides faculty and students with their best possible materials; requires the preparation and administration of a library budget.
5. Serves as the point of contact for troubleshooting technology issues for student Chromebooks/other devices as well as teacher and staff laptops and other devices, if assigned.
6. Plans and develops lessons to support curriculum areas incorporating resource-based learning, information literacy, which support student research and personal investigation. Develops weekly lesson plans and instructional materials. Instruct school community in technology ethics including citation plagiarism, and copyright issues.
7. Promotes reading and the use of information resources, through such activities as storytelling, book talks, displays, publications, research projects, and special events. Develops curricular content that integrates information literacy skills into instructional activities. Promotes reading as a lifelong skill.
8. Seeks grants and other creative funding opportunities to enhance library media services.
9. Completes and submits an annual report sent from the Library Supervisor at the Central Office. Develops a policies and procedures manual based on State and District handbooks if not already prepared and approved by the District Library Media Supervisor. Maintains an active inventory of all printed and non-printed materials in the library.
10. Supervises students working independently and in small groups in the library. Establishes and maintains appropriate standards of student behavior, utilizing a variety of behavior management strategies and techniques.
11. Establishes and maintains timely and effective communication with staff, students, and parents regarding materials, activities, and services in the library/media center. Informs stakeholders about new materials and recent media/technology developments in their

specific instructional area. Provides staff development in and models the use of print and digital instructional resources and new information technologies.

12. Maintains a calendar of library activities and always posts the schedule.
13. Organizes and facilitates a physical environment designed to meet the needs of all learners. Maintains an attractive and functional facility with timely displays, exhibits, and bulletin boards. Establishes an environment that encourages use of instructional technology.
14. Develops and maintains an up-to-date, culturally diverse collection of print and non-print resources appropriate to the curriculum, the learners learning styles, the instructional strategies used, and reflect students' interest.
15. Might be assigned Technology and fixed asset inventories, and student and teacher IDs. Might be assigned to assist new teachers with email, logins and laptops.
16. Performs under demanding and varied work schedule with ability to remain flexible and focused during interruptions and distractions.
17. Maintains and improves professional competence through participation in in-service educator activities provided by the District and/or self-selected professional growth activities.
18. Plans and coordinates the work of library/media clerks, teacher assistants, paraprofessionals, and/or volunteers, if applicable.
19. Demonstrates initiative in the performance of assigned responsibilities. Advocates for the library media program.
20. Adheres to school system rules, administrative procedures, local Board policies, and state, federal and local regulations.
21. Performs other duties as designated by the Principal or the District Media Supervisor.

OTHER DUTIES:

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities. May depending on the school be in charge of issuing and collecting student textbooks and maintaining an inventory of such items.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the workplace is usually quiet or moderate. Occasional district-wide travel to multiple campuses or the Central Office is required. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal or his/her designee.

TERMS OF EMPLOYMENT

9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the Principal or his/her designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.