

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
MEDIA SPECIALIST

1. PLANNING / PREPARATION

- _____ 1. Identify, select, or develop short- and long-range goals and objectives for the media program based on student, faculty, and curriculum needs.
- _____ 2. Plan with teachers and instructional leaders for the integration of media / information skills into the school program.
- _____ 3. Develop schedules and organize resources to allow easy access to information and services.
- _____ 4. Review the School Improvement Plan and plan for the acquisition of materials to enhance learning consistent with the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.

2. ADMINISTRATIVE / MANAGEMENT

- _____ 5. Develop and implement policies and procedures necessary for the efficient and effective operation of the media center.
- _____ 6. Administer the media center budget based on program goals and objectives.
- _____ 7. Maintain complete and accurate records as required by law, District policy, and administrative regulations.
- _____ 8. Assign, instruct, and supervise support staff and volunteers.
- _____ 9. Coordinate the selection and acquisition process for media resources and equipment.
- _____ 10. Provide for use of current technologies.
- _____ 11. Facilitate the use, maintenance, repair, and inventory of all media center materials and equipment.

3. ASSESSMENT / EVALUATION

- _____ 12. Solicit ongoing feedback from members of the school staff regarding the availability, use, and impact of media materials.
- _____ 13. Establish a system of records which will provide an appropriate database for evaluating the use and distribution of the media collection and supporting materials and equipment.
- _____ 14. Assist with responsibilities for the school testing program.

4. INTERVENTION / DIRECT SERVICES

- _____ 15. Teach library media skills in collaboration with teachers to support classroom instruction.
- _____ 16. Instruct staff and students in the use of resources, services, and equipment.
- _____ 17. Provide reference assistance.
- _____ 18. Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities.
- _____ 19. Use appropriate materials, technology, and resources to help meet the learning needs of all students.
- _____ 20. apply principles of learning and effective teaching in instructional delivery.
- _____ 21. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.

MEDIA SPECIALIST (Continued)**5. COLLABORATION**

- _____ 22. Collaborate with teachers to support instructional goals and objectives.
- _____ 23. Participate in overall school curriculum planning and development.
- _____ 24. Implement an effective public relations program to promote media resources and programs.
- _____ 25. Maintain contact with other library, education, and information agencies.

6. STAFF DEVELOPMENT

- _____ 26. Establish, maintain, and promote a collection of current professional resources for administrators and teachers.
- _____ 27. Train faculty in the use of media resources, equipment, and technology.
- _____ 28. Update professional skills and knowledge and keep abreast of recent developments in education, technology, and media.
- _____ 29. Conduct a staff assessment periodically to determine professional growth needs.

7. PROFESSIONAL RESPONSIBILITIES

- _____ 30. Model and maintain high standards of professional conduct.
- _____ 31. Complete all required reports and maintain all appropriate records.
- _____ 32. Set high standards and expectations for self, others, and school.
- _____ 33. Support and participate in school improvement initiatives, services, and programs.
- _____ 34. Contribute to the overall mission of the school by supporting school committees, programs, and services.
- _____ 35. Perform other duties as assigned.

8. STUDENT GROWTH / ACHIEVEMENT**INDICATORS**

- _____ 36. Conduct a media services program in a manner which ensures that student growth / achievement is continuous and appropriate for age group, subject area, and / or student program classification.
- _____ 37. Provide appropriate educational opportunities to students for meeting their unique needs, talents, interests, and abilities.
- _____ 38. _____

9. ASSESSMENT AND OTHER SERVICES

- _____ 39. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 40. The accurate and timely filing of all school reports
- _____ 41. The completion of required professional development services.
- _____ 42. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- _____ 43. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

MEDIA SPECIALIST (Continued)**DATA COLLECTION CODES**

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES**Formal Observations**

_____(Date)

_____(Date)

_____(Date)

Informal Observations

_____(Date)

_____(Date)

_____(Date)

_____(Signature of Evaluator / Date)