ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Media Specialist

QUALIFICATIONS As set by state certification authorities.

REPORTS TO Building Principal

JOB GOAL To provide all students with an enriched media center environment containing a wide variety and range of materials that will invite intellectual growth; to aid all students in acquiring the skills needed to take full advantage of media center resources.

PERFORMANCE RESPONSIBILITIES
1. Operates and supervises the media center to which assigned.
2. Assists teachers by making media center materials available to supplement the instructional program.
3. Provides educational experiences for students in the area of media center resources.
4. Works with teachers in the selection and acquisition of appropriate books, periodicals and other resource material.
5. Informs teachers and other staff members concerning new materials the media center acquires.
6. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
7. Works with teachers in planning those assignment likely to lead to extended use library resources.
8. Promotes appropriate conduct of students using media center facilities.
9. Develops and supervises a student library program.
10. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
11. Presents and discusses materials with a class studying a particular topic.
12. Counsels with and gives reading guidance to students who have special reading problems of unusual intellectual interests.
13. Arranges frequently changing book related displays and exhibits likely to interest the media center patrons.
15. Maintains a catalog and checkout system for audiovisual equipment and computer software.
16. Performs simple repairs and projection lamp replacement.
17. Maintains an inventory of equipment, parts, and supplies.
18. Arranges for major repairs or replacement of AV equipment.
19. Performs or arranges for annual cleaning of equipment.
20. Is available to assist teachers with technology questions.
21. Maintains a circulation system.
22. Conducts an annual inventory of all library materials and equipment.
23. Withdrawing out-of-date or worn materials and non-repairable equipment.
24. Prepares a year-end report when requested.
25. Participates in faculty committees, curriculum, and other developmental programs and sponsors student activities as necessary.
26. Operates in accordance with board policies and sees that all policies of the board pertaining to employee’s area of jurisdiction are implemented.
27. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT
Salary and work year to be established by the board.

EVALUATION
Performance of this job will be evaluated in accordance with provisions of the board’s policy.

Approved by Board of Directors October 1997

Revised August 9, 1999