



MEDIA SPECIALIST CHARTER SCHOOLS

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Principal/Assistant Principal. Develops, implement, and directs a library media program that supports the educational philosophy and meets the needs of the school.

EXAMPLES OF ESSENTIAL FUNCTIONS

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. Train, supervise and evaluate library media clerks, paraprofessionals, and parent and student volunteers.
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 district wide 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 on 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, book talks, 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, in-service 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 nondiscrimination 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. Review current developments, literature and technical sources of information related to job responsibility.
31. Ensure adherence to good safety procedures.
32. Follow Federal and State laws, as well as School Board policies.
33. Perform other assigned duties consistent with the goals and objectives of this position.

REQUIREMENTS

A. Training and Experience

Bachelor's degree, Master's degree in library science and/or educational media. Teaching experience preferred. Certification as a media specialist K-12.

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.

- B. Physical Requirements: 2**
- C. Environmental Requirements: 2**
- D. Sensory Requirements: 6, 8**