

SCHOOL DISTRICT OF ST. JOHNS COUNTY

MEDIA SPECIALIST

JOB DESCRIPTION

QUALIFICATIONS:

- 1) Bachelor's Degree from an accredited educational institution; Master's degree preferred.
- 2) Valid Florida Educator's Certificate or Statement of Eligibility in Educational Media Specialist.
- 3) Preference given to applicants with a concentration in Media or Library Science.
- 4) Preference given to applicants with ESOL/Certification and Reading Endorsement.
- 5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Support curriculum and assessment by promoting student achievement through a systematically, collaboratively planned instructional program
- 2) Responsible for providing appropriate, accurate and current resources in all formats to meet the needs of the learning community
- 3) Manage technological processes and resources to enhance learning that will serve as an infrastructure for administering a properly staffed and well-funded library media program
- 4) Provide an inviting, accessible and stimulating environment for individual and group use that share resources across the learning community
- 5) Promote the library media program and its initiatives throughout the local, state and national learning communities

REPORTS TO:

Principal

JOB GOAL

An instructional staff member performing activities relating to selection, ordering, classification, and circulation of materials, as well as collaborating with colleagues on the integration of information skills into the curriculum and the utilization of print and non-print resources, educational technology, materials and equipment. The media specialist must assume several distinct roles including information specialist, program administrator and instructional partner/teacher.

Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

May have assigned support staff, community volunteers or student interns

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- 1.) Develop goals and functions and establish written policies and procedures that identify the media center as the information hub of the school.
- 2.) Demonstrate leadership within the school by serving on school and district-based committees, PLCs, and/or initiatives in the areas of literacy, curriculum, and technology
- 3.) Direct the work of the media aide and other assigned support staff in cooperation with the school principal
- 4.) Collaborate with colleagues to create and implement information literacy and inquiry based units of instruction which supports and enhances curriculum as defined by the district for all subjects and grade levels
- 5.) Plan and prepare for optimal utilization of media resources and facilities, including instruction in the use of technology, such as databases available in school and at home for students and faculty
- 6.) Manage a budget which follows established rules and regulations in spending. Monitor records that reflect allocations, encumbrances, expenditures, and balances.
- 7.) Collect, organize, acquire and maintain appropriate, accurate and current resources in all formats to meet the needs of the learning community. Submit reports and other required documentation.
- 8.) Provide access to media center resources for individuals, small groups, and classes; maintain the facility to be a user oriented environment that creates an attractive, friendly, and welcoming atmosphere conducive to learning.
- 9.) Implement approved selection, classification, cataloging policy and procedure and using a library management database for easy access to all materials and equipment for all users
- 10.) Plan instruction and select materials based on needs of all students and teachers for both curriculum support and pursuit of personal interests including literacy appreciation, literature-based instruction and transliteracy skills
- 11.) Maintain, inventory and weed materials and assigned equipment as needed to keep collection current and relevant to curriculum

- 12.) Plan and provide instruction which motivates and guides students in making appropriate choices in reading materials and other media
- 13.) Keep media technology current, and update colleagues on the availability and use of current resources, including databases, applications, and programs.
- 14.) May assist with the maintenance of the school textbook
- 15.) Participate in or facilitate appropriate professional development opportunities
- 16.) Establish and maintain discipline in the educational setting
- 17.) Promotes student, teacher and community awareness of the resources and services available within the media center
- 18.) Promotes the library media program and its initiatives within the school and community including through local, state and national professional organizations

Expectations of All Employees

- 16) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- 17) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- 18) Ensure adherence to good safety standards.
- 19) Maintain confidentiality regarding school/workplace matters.
- 20) Model and maintain high ethical standards.
- 21) Maintain expertise in assigned area to fulfill position goals and objectives.
- 22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- 23) Demonstrate initiative in the performance of assigned responsibilities.
- 24) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

Inter/Intra-Agency Communication and Delivery

25) Respond to concerns, communication attempts, and inquiries in a timely manner.

Professional Growth and Improvement

- 26) Attend and participate successfully in meetings, pre-service and training programs offered to increase skills, proficiency and character education related to assignment.
- 27) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

Systemic Functions

- *(28) Keep supervisor informed of potential problems or unusual events.
- *(29) Follow federal and state laws as well as School Board policies, rules, and regulations.
- *(30) Prepare all required reports and maintain all appropriate records.

Leadership and Strategic Orientation

- *(31) Demonstrate initiative in the performance of assigned responsibilities.
- *(32) Model characteristics of citizenship, character education, and literacy.
- *(33) Set high standards and expectations as they relate to the district's character program.
- *(34) Exhibit interpersonal skills to work as an effective team member.
- *(35) Demonstrate initiative in identifying potential problems or opportunities for improvement.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light to Medium (see descriptions below)

- 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.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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 district.

Classification:

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE: #62031 (Elementary)
#62032 (Middle)
#62033 (Secondary)

Pay Grade:

BOARD APPROVED:

REVISED:

April 2015

SCHOOL BOARD OF ST. JOHNS COUNTY

JOB DESCRIPTION

MEDIA AIDE

QUALIFICATIONS:

- High school graduate, general education diploma [GED] or equivalent.
- At least 20 years of age.
- A minimum of 2 years as a regular Teacher's Aide or experience in the area of media preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to relate to children.
- Possess some clerical and computer skills.
- Ability to communicate orally and in writing.
- Ability to operate basic office machines and media equipment.
- Some knowledge of the catalogue system, research, reference and ability to locate materials.

REPORTS TO:

Principal
Media Specialist

JOB GOALS:

A non-instructional staff member performing assigned library duties including, but not limited to, clerical operations, computer operations, equipment operations, and direct student contact with reference/resource information assistance. Each employee of the St. Johns County School Board is charged with modeling the characteristics of citizenship, character education and literacy.

PERFORMANCE RESPONSIBILITIES:

- Prepares and assists in setting up media material.
- Assists with visual aids, renders clerical assistance and record keeping
- Assists with audio-visual aids, renders clerical assistance and record keeping.
- Organize, maintain and circulate books and audio-visual materials.
- Information and materials processing.
- Assist in the scheduling of equipment and materials for check out.
- Shelving, filing and repair of books and materials.
- Assist in maintaining records and inventories.
- Assist in maintaining an orderly environment in the Media Center conducive to learning.
- Perform other duties as assigned by immediate supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or 10 pounds of force consistently to move objects.

TERMS OF EMPLOYMENT:

Approved compensation plan per current negotiated agreement.
10 month position
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.

Position Code: 62040

Pay Type: 14

BOARD APPROVED:

April 20, 1999