



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Media Specialist	Department: Teaching & Instruction
Immediate Supervisor's Position Title: Building Principal	FLSA Status: Exempt
Job Summary: Under the direction of the Building Principal, the Media Specialist is responsible for planning, administering and implementing the operations, procedures and routines of the media center. While specific duties and responsibilities will vary from building to building, the Media Specialist performs such tasks as managing and purchasing the collection of media materials, technology and equipment; teaches media skills to students; collaborates and works with instructional staff in locating books and materials to support the curriculum; coordinates and/or participates in the cataloging, classifying, and circulation of media materials; provides instruction, assistance and support in the use of technology, software, tools and equipment within the media center.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

• Develop and implement information media program policies and procedures consistent with principles of professional practice and appropriate to the mission and goals of the school district. a) Monitor needs, usage, and trends to structure and justify program budgets. Administer program budgets in a fiscally sound manner. b) Develops media center procedures and policies to ensure efficient operations and service needs within the building. c) Develop a collection based on curriculum and learner needs. Works and collaborates with media steering committee in selecting media collection materials. d) Implements technology and informational systems used in the media center for circulation and media management. e) Acquires, processes, organizes, maintains, circulates, and inventory resources. f) Formulates and implements procedures to assure proper learning environment within the media center. g) Identifies personnel needs and coordinates media center staff. • Teaches students individually, in groups or classes in media skills, resources, research processes, and literature appreciation. • Coordinates the maintenance of the media center and procedures for classifying, cataloging and circulating media center materials. Coordinates the inventory of media materials/equipment. Evaluates the collection and weeds out obsolete and worn materials; updates inventory records and catalog. Coordinates the activities of media support staff involved in maintaining the media center and assisting students in the media center. • Serves on a variety of committees and collaborates with instruction staff to: a) Identify, locate and assess materials to support content areas and instruction. b) Identify ways to foster the integration of literature, information literacy and media technology into student learning. c) Trains staff in the effective use of information systems in the media center.
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- Performs other duties of a comparable level or type, as required.
- a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
- b) Attends training sessions, conferences, seminars, district and departmental meetings.
- c) Keeps abreast of changing developments, trends, instructional and media technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma				Bachelor's Degree	
High school diploma or GED.					
1 year college			2 years college		Major field of study or degree emphasis: Education, Media Specialist, Library Science or relevant instructional subject area(s).
3 years college		x	4 years college		
1st year graduate level				Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: - Principles, practices and trends in media center management. - Research tools including print and Internet. - Cataloging and the Dewey Decimal System. - Operation of personal computers, media programs/software, and media equipment. - Elementary and secondary curriculum and instructional/technology curriculum. - Education and business related software. - Teaching principles, practices, techniques and approaches. - District procedures and policies related to instruction and classroom management and administration rules governing (procurement and purchased services).	
2nd year graduate level					
Doctorate level					

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

Required Work Experience in Addition to Formal Education/Training:

Minimum of a completion of assigned internship/practice teaching experience and degree program.

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:

Elementary or secondary teaching license and K-12 Media Specialist licensure.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: ▪ Planning and teaching students consistent with approved curriculum in the areas of instructional technology and library/informational science. ▪ Developing media service procedures and media systems. ▪ Presenting complex materials and concepts in an understandable and grade appropriate manner concerning library/media skills curriculum and technology. ▪ Organizing, evaluating, developing, acquiring and maintaining media center print and non-print collections. ▪ Delegating and monitoring the activities of media center personnel and students. ▪ Applying and interpreting district policies and procedures pertaining to discipline and student management. ▪ Communication, interpersonal skills as applied to interaction with staff, students, and the general public. ▪ Preparing and making presentations to groups and individuals. ▪ Organization of media center equipment, resources, catalogs, and student information. ▪ Basic math skills needed to maintain a budget. ▪ Using Internet as a research tool and informational/technology resources.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
	TOTAL	

INDIRECT SUPERVISION:		
Number of employees indirectly supervised: Media assistants, volunteers or support staff		Total: 1-2

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk		x		
Sit		x		
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance				
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.