

Position District Media Specialist

Job Summary: Plans and establishes Library Media program goals and outcomes in accordance with district curriculum and state guidelines.

Qualifications:

1. Valid Illinois Teaching certificate
2. Master's Degree from an accredited educational institution in Library and Information Science or related field
3. Ability to work cooperatively with district faculty and staff to plan, develop and implement a high level of media services and programs
4. Experience in supervisory responsibilities
5. Ability to administer all district media center operations
6. Ability to communicate and express ideas effectively in both oral and written forms

Reports to: District Superintendent

Knowledge/Skills/Abilities:

Communication Skills:

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.

Ability to effectively present information to segments of the learning community.

Ability to communicate effectively with students, faculty and staff

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference that are directly related to the duties of this position.

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills And Abilities:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on district and school objectives.

Ability to establish and maintain effective relationships with students, faculty and staff.

Excellent oral and written communication skills.

Physical Demands:

While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts and may be required to lift and push moderately heavy loads of material and spend extended time in front of computer terminals.

Supervision: Supervises students in media center, media assistants and media clerks.

Evaluation: The superintendent shall evaluate the District Media Specialist annually using guidelines set forth by the Professional Negotiation Agreement 2006-2009, ARTICLE IV.

Responsibilities

1. Directs and administers the media center program based on the district's mission statement goals and objectives
2. Develops and evaluates in consultation with the building principals, a plan for media center programs and operations
3. Administers the annual budget for media materials and services
4. Coordinates requisitions for needed materials and services based on District policies and procedures
5. Responsible for maintaining an accurate record of Media Services expenditures
6. Supervises and evaluates in consultation with the building principals, media assistants, secretary and clerks
7. Participates in consultation with the building principals, recruiting, hiring and training of media assistants, secretary and clerks

8. Oversees the maintenance of building collections of media materials and equipment through weeding, inventory and collection management development
9. Coordinates procedures for selection/deselection of media materials and equipment according to District guidelines
10. Establishes district media center operational policies and procedures including circulation of materials, processing and ordering of materials, fines, media center usage, donations and interlibrary loan processes based on the District's goals and objectives.
11. Plans and implements information technology curriculum through the media centers.
12. Provides instruction in the use of media services materials and resources.
13. Promotes the development of research skills in District students.
14. Provides reference assistance to District students and staff.
15. Collaborates with teachers who request specific information technology instruction.
16. Coordinates interlibrary loan requests for District faculty, staff and students.
17. Participates in local and state professional library and school media organizations.
18. Handles challenged materials and copyright issues according to District policies.
19. Communicates information concerning District media services and programs to students, faculty and staff.
20. Serves as requested on District improvement and curricular committees.
21. Checks out materials to Fulton faculty, students and staff when Media Secretary and Media Clerk are unavailable
22. Provides media services to building media centers if possible, when assistants are absent or unavailable.
23. Provides original cataloging information for media materials as needed.
24. Plans for in consultation with the building principals, effective media center space utilization.
25. Consults with District Technology Coordinator in properly utilizing technology equipment to deliver media materials and services to faculty, staff and students.
26. Other duties as assigned by District Superintendent.