



Media Specialist-Learning Center

Reports to: Principal
Wage/Hour Status: Full-time, Exempt
Terms: 12-month employee

The Media Specialist is responsible for working collaboratively with school administration and staff to develop a program that supports the curriculum; provides instructional leadership for the teaching of literacy skills; develops and maintains a media center collection rich in both print and non-print materials; and manages the media center as a flexible, multi-task learning environment.

Job Description

- Plans, develops, implements and evaluates the services of the school media learning center program in line with the goals and objectives of the school program.
- Determines goals and objectives and identifies priorities for the print and non-print services of the school media learning center.
- Plans for the expenditure of funds allotted to the school media center program through the selection, purchasing, and circulation school instructional materials.
- Provides in-service education for teachers in the use of the school technology and its resources and in the selection and utilization of media and makes staff aware of materials and services available.
- Has responsibility for the formulation of policy related to the school library.
- Prepares a biennial inventory of print materials and AV equipment (a minimum of every other year).
- Submits Annual Report at the end of each school year to the Curriculum Supervisor for School Librarians.
- Participates in instructional planning across the curriculum
- Attends team and department meetings to keep abreast of current curriculum. (English & Technology)
- Maintains a learning atmosphere in the school learning center that encourages students and teachers to use the center and its resources.
- Maintains a current evaluation of the learning center.
- Advocates for literacy to the community.
- Provides instruction in the use of the learning center and its resources to all students.
- Performs additional professional duties as assigned by the school principal.

Essential Job Functions

- Plans, coordinates, implements and administers the School Media Center's educational media and technology programs; directs and supervises the activities of media center support staff.
- Provides instruction and training to faculty, staff, students and patrons in the use and appropriate application of automated learning resources materials, search tools, and equipment.
- Maintains and updates written goals, objectives, policies, and procedures supporting both the educational objectives of the school as they relate to the media program.
- Participates in the development, and implementation of policies and programs related to information access and the growth and acquisition of library collections.
- Performs various records maintenance and recording tasks for each functional area, e.g., database maintenance, reference systems, inter-library loan program, circulation desk.
- Maintains library collections in various formats, e.g., books, reference systems, periodicals, serial publications, documents, audiovisual materials, databases.
- Assists faculty, staff and students in locating and acquiring requested materials in both electronic and hard-copy formats; provides information to faculty, staff and students regarding library

activities, facilities, policies, procedures, and services; serves as a resource consultant on lesson planning curriculum development.

- Ensures a safe and orderly environment conducive to inquiry, research, study, and personal use by students and staff.
- Performs related duties as assigned.
- Major Duties and Responsibilities
- Work closely with faculty to design and develop on line courses
- Assist faculty with online education technology related issues
- Work collaboratively to build teaching environments for faculty and administrators
- Work closely with deans, faculty, and other academic leaders to analyze data in order to understand curriculum needs
- Train faculty on an ongoing basis on how to utilize new learning tools
- Act as a liaison between academic entities and Information Technology support
- Deliver training and support resources, workshops, orientations, and courses to faculty and students
- Provide ongoing support to students, faculty, and staff in using academic technologies to enable teaching and learning
- Participate in various academic meetings as needed to stay current with infrastructure changes, policies and procedures

Minimum Qualifications

Knowledge / Skills / Abilities

- Skill in understanding and following written and oral instructions.
- Skill in effectively instructing a diverse group comprised of students of varying academic levels, instructors and faculty members.
- Thorough knowledge of copyright laws and regulations regarding permissible use of materials.
- Thorough knowledge of Business, English and spelling; knowledge of basic math.
- Skill in clearly communicating information both verbally and in writing.
- Ability to perform routine basic computer operations, i.e., data entry, word processing and records retrieval.
- Ability to access, operate and maintain various software applications; ability to read, update and maintain various records and files.
- Ability to operate basic office equipment, e.g., computers, printers, copy machines, telephone systems, facsimile machines.
- Ability to establish and maintain effective working relationships with departmental personnel, instructors and students.
- Ability to perform duties with a professional and cooperative work ethic; ability to maintain confidentiality.
- Ability to climb, reach, bend, stoop, kneel, sit and stand for long periods of time; walk; lift up to 30 pounds.
- Ability to perform work in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, mold, mildew, cleaning chemicals, mild temperature variations.
- Ability to work flexible hours necessary for the efficient operation of the department.
- Thorough knowledge of basic work policies and guidelines; knowledge of departmental practices and procedures.

Education / Certifications / Experience

Bachelor's Degree in Communications/Information Technology; supplemented by one (1) to two (2) years responsible experience in Library/Media services within a similar educational institution; or an equivalent combination of education, training, and experience. Possesses Delaware teaching license with endorsement as a school librarian.

Environmental and Working conditions:

- Critical features of this job are described in the headings above. The principal reserves the right to adjust the duties and responsibilities as needed.

Review of resumes will begin immediately. Interested candidates should send a cover letter (addressed to Mrs. Diane Casey) and resume to Mrs. Bonnie Moore at bmoore@stmarkshs.net for consideration.

