

Job Description –Media Specialist**Revised: 1/4/18**

TITLE: Media Specialist

QUALIFICATIONS: Certification as a Media Specialist

REPORTS TO: School Services Director

SUPERVISES: Media Paraprofessional

JOB GOALS: To provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

PERFORMANCE RESPONSIBILITIES:

1. Operates and supervises the library.
2. Assists teachers by making materials available to supplement the instructional program.
3. Provides educational experiences for students.
4. Collaborates with teachers and media committee in the selection and acquisition of books, resource materials, and media programs.
5. Performs other duties, as assigned by the School Services Director.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board

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