



## Media Specialist

**FLSA Status:**  
Exempt

**Qualifications:**  
Master's Degree in a library related field. Desire to continue career improvement by enhancing skills and job performance

**Certification and Licenses:**  
Missouri State Teaching Certificate  
Valid Missouri Library Media Specialist certificate

**Clearances:**  
Criminal Justice  
Fingerprint/Background  
Clearance

**Salary Schedule:**  
Certified

**Experience:**  
Teaching experience preferred

### Reports to

Building Administrator

### Terms of Employment

Teacher contract days with 10 days extended contract with benefits according to Board policy.

### Purpose Statement

Provides leadership, instructional resources, and services for implementation of a school library media program that serves as an integral part of a student-centered educational process.

### Essential Job Functions

- Creates and maintains a teaching and learning environment in the Library Media Center (LMC) that is inviting, safe, flexible and conducive to learning and usage.
- Prepares, submits, and monitors an annual budget for the LMC.
- Maintains accurate record of LMC reports such as: expenditure reports, requisitions/purchase orders, circulation reports, technical work orders, etc.
- Informs staff of new professional resources that enhance teaching and learning.
- Collaborates with teachers to create active and participating learning experience and utilize resource-based instructional practices that foster critical thinking.
- Works with district library media staff to establish processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed.
- Works with district library media staff, in accordance with district policy, to develop and maintain a collection of resources appropriate to the curriculum, the learners, and the instructional strategies used within the school community that meets MSIP standards.
- Works with district library media staff to create and implement short and long range plans to ensure they are aligned with school and district strategic plans.
- Remains current in professional practices and development, information technologies, and educational research applicable to school library program.
- Works to ensure maximum accessibility, efficient operation and effective services and facility use. This includes policies and procedures for physical and electronic access.

- Assists students and staff in the use and production of supplementary teaching/learning materials.
- Advocates for the school library program, guided by the principles of the school library profession.
- Consistent and regular attendance is an essential function of this position.
- Ability to work to implement the vision and mission of the district.

### **Other Job Functions**

- Promotes the District adopted policies and regulations dealing with access, confidentiality, copyright and selection.
- Assists in the selection, training, scheduling, supervising, and evaluating of building library media support as well as student assistants and volunteers.
- Cooperates and networks with other libraries, librarians, and agencies to provide access to resources and activities.
- Serves on building and district decision making teams and committees. Attends faculty and other appropriate staff and department meetings.
- Represent the district in state, regional, and national library related professional organizations.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress and appropriate professional manner for the work setting.  
Demonstrates professional integrity through ethical behavior.
- Demonstrates effective human relations and communication skills.  
Adheres to all district rules, regulations, safety practices and policies.
- Other duties as required or assigned.

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions on the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices, terminology and procedures; age-appropriate literature; computer and internet operations; and concepts of grammar and punctuations.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independence interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions on the job include: establishing effective working relationships; adapting to changing work priorities; displaying mechanical aptitude; working with frequent interruptions; and preparing and maintaining accurate records.

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 20% sitting, 45% walking, and 35% standing.

### **Conditions and Environment**

This job is performed under minimal temperature variations. The noise level could be occasionally loud.