

Job Description

Job Title: Media Specialist
Position Code: 7E01 or GE01
Job Classification: Exempt

Supervisor: Principal
Pay Grade: 35A, 37A, 38A, 39A
Contract Length: 196 Days

Job Summary

Position is responsible for providing all students with an enriched library environment containing a wide variety of materials that will invite intellectual growth and research and to aid all students in acquiring the skills needed to take full advantage of media center resources.

Essential Duties

1. Operates and supervises the media center to which assigned.
2. Assists teachers in the selection of books and other instructional materials, and makes media center materials available to supplement the instructional program.
3. Informs teachers and other staff members concerning new materials the media center acquires.
4. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on the use of the system.
5. Works with teachers in planning those assignments likely to lead to extended use of media center resources.
6. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
7. Helps teachers and students conduct research using the internet and other technological means.
8. Arranges frequently changing displays and exhibits likely to interest the students.
9. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and attitude problems.
10. Participates in faculty committees and the sponsorship of student activities.
11. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Participates in various student and parent activities that occur in school including PTA, student clubs and after-school activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's or Master's degree in education or a related field and meet the Virginia Department of Education licensure eligibility requirements for a Media Specialist. Must be eligible for, or in possession of an appropriate Virginia license. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

Working Conditions and Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer/typewriter; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, climb stairs, and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: Media assistants, volunteers and other assigned staff.

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Media Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Revised 07/19 CR