School Library Media Specialist

**SCHOOL DISTRICT OF SARASOTA COUNTY**

**JOB DESCRIPTION**

**SALARY SCHEDULE:** INSTRUCTIONAL

**COST CENTER:** DISTRICT-WIDE

**QUALIFICATIONS:**
1. Bachelor’s Degree required, Master’s Degree preferred.
2. Florida certificate in appropriate field.
3. Minimum of three (3) years teaching preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**REPORTS TO:**
Principal

**JOB GOAL**
To establish and maintain a media center which services as the school’s focal point for reading, research, extended study and learning strategies.

**SUPERVISES:**
N/A

**PERFORMANCE RESPONSIBILITIES:**
* (1) Assist teachers in developing long- and short-range curriculum goals which are implemented by the Media Specialist.
* (2) Involve students and teachers in the Library / Media selection process.
* (3) Develop schedules and organize resources to allow easy access to information and media services.
* (4) Develop and implement policies and procedures necessary for the efficient and effective operation of the media center.
* (5) Prepare, submit and administer media center budget based on program goals and objectives.
* (6) Create an inviting, attractive and safe atmosphere conducive to learning.
* (7) Maintain complete and accurate records.
* (8) Instruct, assign and supervise support staff and students.
* (9) Coordinate the selection and acquisition process for media resources and equipment.
* (10) Provide for the use, maintenance and repair of all media center materials and equipment.
* (11) Ensure accessibility to resources.
* (12) Provide for and instruct in the use of current technology.
* (13) Manage student conduct in a positive manner.
* (14) Teach library media skills in collaboration with teachers to support classroom instruction.
* (15) Provide reference assistance.
* (16) Develop an effective public relations program to promote media services.
* (17) Comply with copyright laws and inform teachers and students of the laws and their applications to education institutions.
* (18) Demonstrate initiative in the performance of assigned responsibilities.
SCHOOL LIBRARY MEDIA SPECIALIST (Continued)

*(19) Provide for a safe and secure workplace.
*(20) Model and maintain high ethical standards.
*(21) Follow attendance, punctuality and proper dress rules.
*(22) Maintain confidentiality regarding school matters.
*(23) Maintain positive relationships with staff and students.
*(24) Participate in workshops and training sessions as required.
*(25) Communicate effectively with staff and students.
*(26) Keep supervisor informed of potential problems or unusual events.
*(27) Respond to inquiries and concerns in a timely manner.
*(28) Prepare all required reports and maintain all appropriate records.
*(29) Follow all School Board policies, rules and regulations.
*(30) Exhibit interpersonal skills to work as an effective team member.
*(31) Demonstrate support for the School District and its goals and priorities.
(32) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District’s approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

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

Job Description Supplement No. 10
*Essential Performance Responsibilities