

**SCHOOL DISTRICT OF SARASOTA COUNTY****JOB DESCRIPTION****DISTRICT MEDIA SPECIALIST****SALARY SCHEDULE: INSTRUCTIONAL****COST CENTER: INSTRUCTIONAL MATERIALS & LIBRARY SERVICES (9054)****QUALIFICATIONS:**

- Bachelor's Degree from an accredited educational institution, Master's Degree Preferred
- Florida Teaching Certificate
- Florida Educational Media Specialist - Pre-K through 12

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of federal, state, and local laws, rules and regulations governing area of responsibility.
- Expertise in curriculum in appropriate area(s) as it relates to the curation and maintenance of library/media center collections.
- Knowledge of current literature and best practices for evaluating appropriate material as outlined in state statute. Ability to model in the school library and collaborate with staff and administrators.
- Positive communication skills, listening skills, and organizational and time management skills.

**REPORTS TO:**

Supervisor of Instructional Materials and Library Services

**JOB OBJECTIVE:**

Work with schools to curate and maintain library/media and classroom collections in accordance with both state and local policy. Work with school staff to implement best practices for the use and maintenance of the school's library/media center.

**SUPERVISES:** N/A**PERFORMANCE RESPONSIBILITIES:**

- Approve the selection of each book made available to students through a district library media center, included in a recommended or assigned school or grade level reading list, or otherwise made available to students.
- Require that book selections meet the criteria in s.1006.40(3)(d).
- Consult reputable, professionally recognized reviewing periodicals and school community stakeholders to evaluate materials for use.
- Provide for library media center collections based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty.
- Provide for the regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevancy to curriculum, out-of-date content.
- Work with Curriculum Directors on the requests to purchase books for classroom instruction.
- Create a safe, inviting environment in the School Library/Media Center.
- Communicate effectively and efficiently with all stakeholders.
- Serve as the liaison between the district Instructional Materials and Library Services Office and assigned school administration, staff, students, and parents.

**DISTRICT MEDIA SPECIALIST (Continued)**

- Assist with campus wide library and textbook inventory according to district policy.
- Understand and comply with all Instructional Materials Policies and Procedures.
- Ensure accurate records and reports.
- Demonstrate initiative in the performance of assigned responsibilities.
- Model and maintain high ethical standards.
- Follow attendance, punctuality, and proper dress rules.
- Maintain confidentiality regarding school matters.
- Participate in training sessions as required.
- Support the Library Technician with Professional Learning in collection development.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.
- Follow all School Board policies, rules, and regulations.
- Other Duties as Assigned.
- Sustained focus and attention to detail for extended periods of time.

**PHYSICAL REQUIREMENTS:**

Medium Work: Able to lift 40 pounds occasionally. Lift 10 pounds regularly.

**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 School 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. 03**