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**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Media Specialist
Reports to: Principal

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage for the course assignments. Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

Specialization Competence:

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

Administrative/Supervisory Requirements:

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

Instructional/Evaluation Procedures:

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

Management Techniques:

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

Work Environment:

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

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Job Goal:

To provide all students and teachers with an enriched media environment of information resources and the skills to access information conveniently.

Essential Duties and Responsibilities:

1. Operates and supervises the open concept Library/Media Center.
2. Evaluates, selects, requisitions, and introduces new media materials.
3. Assists teachers in the selection of books and other instructional materials and makes library media materials available to supplement the instructional program.
4. Maintains a comprehensive and efficient system for cataloging all library media materials and instructs teachers and students on the use of the system.
5. Arranges for inter-library and district loan of materials of interest or use to teachers.
6. Works with teachers in planning those assignments likely to lead to extended use of library media resources, in both print and non-print.
7. Provides assistance to teachers in the production of instructional materials as well as media productions and skills activities to complement the curriculum.
8. Helps students develop habits of independent reference work and helps develop skills in the use of reference materials in relation to planned assignments.
9. Cooperates with other staff members in planning instructional goals and objectives; and in methods of implementing SACS and Standards of Excellence.
10. Presents and discusses materials with a class studying an assigned topic, on the invitation of the teacher, or individually/small groups in the Media Center.
11. Maintains a basic knowledge and experience in areas of instructional technology especially computers, CD Rom, closed circuit television, TV production and related technology.
12. Coordinates instructional technology to enhance the media program and the total curriculum
13. Keeps abreast of new technologies and their appropriateness to the media center and curriculum.
14. Provides reading guidance to students especially those who have special reading problems or unusual intellectual interests.
15. Arranges frequently changing book-related displays and exhibits likely to interest the media patrons.
16. Prepares and administers the library media budget.
17. Supervises media assistant in the performance of his/her duties.
18. Provides for professional growth through an ongoing program of reading, workshops, seminars, conferences and/or coursework.
19. Weeds obsolete and worn materials from the collections.
20. Supervises the clerical routines necessary for the smooth operation of the media center.
21. Abides by all policies of the Okaloosa County School Board.
22. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Ten month. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.