

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Media Specialist - Elementary

EXEMPT: Yes

SALARY LEVEL: Determined by Certified Salary Schedule

LOCATION: All Elementary Buildings

REPORTS TO: Building Principals

JOB GOALS: Manages school libraries containing general, audio-visual, and specialized materials for use by students, faculty, and administrative staff. Provides each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

Administrative Duties:

1. Operates and supervises the elementary libraries.
2. Recommends and administers the library budget.
3. Supervises automated library systems.
4. Provides assistance with automated learning systems.
5. Trains other workers engaged in cataloging, locating, filing, or copying selected material.
6. Organizes and implements reading programs.
7. Plan school-wide activities during National Children's Book Week (November) and National Library Week (April).
8. Furnishes information on library activities, facilities, rules, and services.

Reference:

1. Assist students with research problems while providing educational experiences in the area of media resources.
2. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.

Instruction:

1. Instructs teachers and students on the use of the computerized card catalog.
2. Presents lessons to fourth grade classes in cooperation with teachers: library arrangement; numerical and alphabetical systems; three main cataloging categories; and the automated catalog.
3. Promotes appropriate conduct of students using library facilities.

Consultation:

1. Serve as a resource person for committees or councils.
2. Serve as a resource person to teachers for classroom planning.

Selection and Acquisitions:

1. Selects, orders, catalogs, maintains inventories, and classifies the general and collection and special collections of technical books, periodicals, magazines, newspapers, audio-visual material, microforms, journal reprints, and other materials.
2. Assists staff in the selection of books and other instructional materials and informs the staff members concerning new materials the library acquires.
3. Assists faculty by making library materials available to supplement the instructional program.

Cataloging:

1. Maintains a comprehensive and efficient system for cataloging all library materials.
2. Keeps materials current.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 4 (four) library clerks. Carries out supervisory responsibilities in accordance with the school's policies and applicable laws. Responsibilities include interviewing and training aides; planning, assigning, and directing work; appraising performance; rewarding and recommending discipline; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

Bachelor's degree from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students or faculty. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to principal and assistant principal, faculty, students, public groups, and/or members of the school board.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state teaching certificate in the appropriate area(s), including Library Services.

OTHER SKILLS and ABILITIES:

Ability to keyboard accurately at 30 words per minute and operate available media center computer software.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds and lift and/or move up to 10 pounds frequently. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

The noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT:

185 days. Salary and work year to be according to current schedule. Salary is determined by identifying experience and degree in the salary schedule.

EVALUATION:

Evaluation is described in the staff evaluation document.

Revised 5/9/06