

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Media Specialist – Middle School & Intermediate School

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**EXEMPT:** Yes  
**SALARY LEVEL:** Determined by Certified Salary Schedule  
**LOCATION:** Junior High and Intermediate Schools  
**REPORTS TO:** Building Principal and Media Specialist

**PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**APPROVED BY:** Dr. John Hill **DATE:** \_\_\_\_\_

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**JOB GOALS:** Manages school library containing print, 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. Provide leadership in all aspects of Lincoln Junior High's media program.
2. Provide media orientation to all students when need arrives.
3. Provide access to the facilities, materials, and media center for students, staff, and administration.
4. Maintain an effective working partnership with students, staff, and administration.
5. Supervise scheduling and training of adult and student media aides.
6. Recommends and administers budget.
7. Keep records of media expenditures.
8. Give input to the administration in preparing and implementing the budget.
9. Plan, equip, and maintain a pleasant and attractive media center atmosphere that is also conducive to study.
10. Supervise use of circulation + automation.
11. Plan new and renovated facilities for proper use of new technologies.
12. Adhere to all established media policies, guidelines and procedures, involving development of new policies as needed.
13. Is willing to serve on committees where media center holdings may be of concern.
14. Videos are distributed to teacher mailboxes upon arrival.
15. Cc:mail messages to keep faculty informed concerning web sites and items pertaining to the Media Center that may be of interest.
16. Maintain special files—vertical, publisher, dealer, and catalogs.
17. Maintain and update the Accelerated Reader program and Star Diagnostic Reading program
18. Serve as service contact person for channel one and cable television.

**Reference:**

1. Provide assistance to students and teachers in finding answers to specific reference questions.
2. Provide a current reference collection.
3. Keep a five-year collection of ABRIDGED READERS GUIDE indexed magazines.
4. Prepare bibliographies as needed.

5. Provide computerized card catalog of all Media Center holdings.
6. Provide Internet access.
7. Provide passwords to students and teachers to access accelerated reader program.

**Instruction:**

1. Provide formal media training on the computerized card catalog for all 6<sup>th</sup> graders when requested by language arts teachers.
2. Provide instruction on LJHS media rules to all study hall students at beginning of each school year.
3. Provide group and one-on-one instruction of media skills and Internet to both students and teachers when requested.
4. Provide instruction and training to students and teachers on the accelerated reader program.

**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. Select and acquire the best materials available in varying formats and levels of difficulty in cooperation with teachers and students to meet various course objectives.
2. Weed out obsolete and worn-out materials on a regular basis. Delete appropriate records from computerized card catalog.
3. Maintain both A/V equipment and materials in good working or usable order.
4. Maintain accurate acquisition records.
5. Create purchase orders for acquisitions to be charged to the Media budget and forward to Administration for approval.
6. Prepare requests for media instructional equipment on appropriate forms and forward to the Principal for approval and processing.
7. Monitor supplies for media office copier and provide copy service to students and teachers.
8. Maintain inventory of all A/V equipment and keep repair history.
9. Maintain a lamp inventory and supplies for A/V equipment requiring such.

**Cataloging:**

1. Supervise circulation records, both equipment and media materials.
2. Supervise displays and media displays.
3. Provide on-going reading motivation, such as the accelerated reader program, book fair and special celebrations (Book Week, National Library Week, and/or other special events or holidays that might motivate).

**Circulation:**

1. Assign bar code numbers to all new acquisitions and enter information into the computer.
2. Supervise circulation records.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises two (2) full-time media clerks. Carries out supervisory responsibilities in accordance with the school's policies and applicable laws pertaining to students. Responsibilities include interviewing and training library assistant; planning, assigning, and directing work; appraising performance; rewarding and recommending discipline; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, and 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, and fundamentals of plane and solid geometry and trigonometry. 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:**

Salary and work year to be according to current schedule.

**EVALUATION:**

Evaluation is described in the staff appraisal document.

*Revised 5/9/06*