



POSITION: **Media Specialist**

REPORTS TO: Principal

QUALIFICATIONS: Minimum Bachelor's degree (Master's preferred) in Education, Library Sciences or related field with a focus on media (prefer a minimum 12 hours in Library Science coursework).

FUNCTION: Coordinate all functions and volunteer staff in the Media Center and provide daily supervision and instruction for students.

ESSENTIAL RESPONSIBILITIES:

- Prepare annual operating budget for Media Center
- Oversee inventory management including ordering, receiving, cataloguing or disseminating, and timely disposition of all Media Center materials (books, periodicals, online products, audio-visual equipment and furnishings)
- Maintain Library databases consisting of users, public access catalog and inventory
- Plan and teach Media Center (library skills) curriculum for PK1-8th grades to encourage life-long learning
- Collaborate with teachers to design and prepare units of study to integrate library services, multimedia materials, and literature appreciation into the instructional program
- Administer Accelerated Reader or similar program
- Coordinate Media Center volunteers and volunteer recognition events
- Manage Birthday Book fundraising program
- Plan, implement, and evaluate classroom instruction in computer technology for lower school students consistent with St. Mark's mission and philosophy.
- Create and update grade-and course-specific curriculum map to ensure all required subject matter is covered during the school year.
- Develop weekly lesson plans based on required components as well as individual class needs.
- Demonstrate effective classroom management, utilizing learning centers or student workstations and differentiating and individualizing instruction and developing student behavior modification techniques.
- Maintain effective and timely two-way communication with parents regarding their children's progress, performance, and areas of concern, and schedule parent conferences as required.
- Maintain thorough and accurate grades on an ongoing basis and meet report card deadlines using Renweb.

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SECONDARY RESPONSIBILITIES:

- Provide students, faculty, and parents with age/level reading recommendations and reference assistance
- Support student recruitment and retention efforts by promoting Media Center programs, curriculum, and technology
- Coordinate Summer Reading Lists and other bibliographies
- Research educational trends and materials to enhance and improve the Media Center
- Other duties assigned by Principal

This job description in no way implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job related instruction and perform any other job-related duties as requested by any person authorized to give such instruction or assignments.