

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### DISTRICT MEDIA SPECIALIST

**SALARY SCHEDULE: INSTRUCTIONAL**

**COST CENTER: INSTRUCTIONAL MATERIALS & LIBRARY SERVICES (9054)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution, Master's Degree Preferred
- (2) Florida Teaching Certificate
- (3) 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:**

Program Manager – Library Services

#### JOB GOAL

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:**

- \* (1) 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.
- \* (2) Require that book selections meet the criteria in s.1006.40(3)(d).
- \* (3) Consult reputable, professionally recognized reviewing periodicals and school community stakeholders to evaluate materials for use.
- \* (4) 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.
- \* (5) 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physical condition, rate of recent circulation, alignment to state academic standards and relevancy to curriculum, out-of-date content.
- \* (6) Work with Curriculum Directors on the requests to purchase books for classroom instruction.
- \* (7) Create a safe, inviting environment in the School Library/Media Center.
- \* (8) Communicate effectively and efficiently with all stakeholders.
- \* (9) Serve as the liaison between the district Instructional Materials and Library Services Office and assigned school administration, staff, students, and parents.
- \* (10) Assist with campus wide library and textbook inventory according to district policy.

DISTRICT MEDIA SPECIALIST (Continued)

- \*(11) Understand and comply with all Instructional Materials Policies and Procedures.
- \*(12) Ensure accurate records and reports.
- \*(13) Demonstrate initiative in the performance of assigned responsibilities.
- \*(14) Model and maintain high ethical standards.
- \*(15) Follow attendance, punctuality, and proper dress rules.
- \*(16) Maintain confidentiality regarding school matters.
- \*(17) Participate in training sessions as required.
- \*(18) Support the Library Technician with Professional Learning in collection development.
- \*(19) Keep supervisor informed of potential problems or unusual events.
- \*(20) Respond to inquiries and concerns in a timely manner.
- \*(21) Follow all School Board policies, rules, and regulations.
- (22) Other Duties as Assigned.
- \*(23) 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**

\*Essential Performance Responsibilities