DISTRICT SCHOOL BOARD OF PASCO COUNTY
Job Description

SCHOOL MEDIA SPECIALIST		
Salary Schedule: 55	Contracted Work Days: 196 Daily Work Hours: 7.5	Instructional - Exempt Status

JOB GOAL: Responsible for coordinating, organizing and facilitating the school library media/technology program with emphasis on the effective selection and utilization of instructional media/technology within the school setting while working in collaboration with the school instructional technology specialist(s), school media/technology committee, and administration.

REQUIRED QUALIFICATIONS:
1. Minimum of a bachelor's degree from an accredited institution
2. Valid Florida Educator's Certificate in Educational Media Specialist
3. Admission to the District School Board of Pasco County School Media Specialist pool
4. Experience with multiple forms of instructional technology

DESIRED QUALIFICATIONS:
1. Post-graduate degree in library and information science or educational media from an accredited institution
2. Experience in a like position
3. Successful classroom teaching experience
4. Experience with staff development or training of adults

KNOWLEDGE, SKILLS, AND ABILITIES:
1. Communicate effectively in written and oral form using positive interpersonal skills with students, faculty, staff, administration, and parents
2. Demonstrate leadership skills in both formal and informal settings
3. Ability to organize, prioritize, and manage work assignments in an efficient manner
4. Ability to work effectively with co-workers
5. Advanced knowledge and skills in instructional media and technology

REPORTS TO: Principal

SUPERVISES: Not Applicable

PERFORMANCE RESPONSIBILITIES:
Design
1. Collaborate to define objectives of the media/technology program that best support the district and school vision, mission, and goals and to identify implementation strategies needed for achievement of those objectives
2. Plan media/technology program activities that are integrated with other programs of the school

3. Provide on-going evaluation of the media/technology program and make program modifications as needed
4. Participate in staff development training provided and/or promoted by the district
5. Provide in-service training for teachers that stimulates effective utilization of media/technology tools and the development of innovative instructional activities which provide students opportunities to develop the Information Communication Technology (ICT) literacy skills needed to meet state and national standards
6. Recommend budget allocations for an effective media/technology program and to meet the goals and objectives defined in the media/technology program plan
7. Contribute to the design of the total school curriculum and instructional program through participation on school leadership teams and committees
8. Serve as a member of district committees when possible and appropriate, for the development of activities, training materials and programs to disseminate media/technology information, promote integration of ICT literacy skills and cooperation among schools.
9. Promote and support school-wide literacy efforts to increase student achievement in collaboration with the reading or literacy specialist

Consultation
1. Establish an environment which encourages creativity, communication, critical thinking, and problem solving skills through the independent use of instructional media/technology tools throughout the school
2. Contribute to students' development of ICT literacy skills through collaboration with teachers, curriculum leaders, and administrators for the use and integration of technology in the instructional program
3. Provide students an opportunity for discovery and exploration of information resources independent of or beyond the stated curriculum, promoting reading for pleasure and pursuit of information for personal endeavors
4. Collaborate with classroom teachers, curriculum leaders, and administrators to provide an integrated developmental program of instruction for students in the effective use of ICT literacy tools for creative communication, critical thinking, and problem solving
5. Provide consultative services and modeling of best practices for teaching ICT skills, reading guidance, selection and use of information resources
6. Assist teachers and students in developing skills in the effective use of creative communication tools, including presentation software, digital audio and video, and other emerging technologies
7. Provide technical assistance for the use of instructional technology by students, faculty, and staff

Information
1. Organize media/technology information services, promote and circulate materials and related equipment for easy accessibility by students and staff, according to district-wide standards
2. Maintain up-to-date bibliographic data for media/technology materials on the district media automation system and any local data bases, as needed.
3. Support cooperative resource sharing with other library media/technology centers and local, state and national information agencies

4. Provide guidance in selection, location, utilization, and evaluation of materials and information resources to meet individual needs and interests of students
5. Actively pursue educator and student participation in selection and evaluation of materials, information resources and related equipment to support learning objectives
6. Provide teachers with information about new materials and recent media/technology developments in their specific instructional area
7. Maintain a professional collection and provide access to education related information resources
8. Interpret the schools' instructional media/technology program for students, staff, parents and members of the community

Administration
1. Operate the media/technology center with procedures that further the vision, mission, and goals of the school and the district
2. Adhere to Board policy for instructional materials selection in the development of a current collection of media/technology resources for different levels of maturity, ability, and interest
3. Manage facilities and provide opportunities for individual and group study
4. Provide students and teachers full accessibility to the media/technology center throughout the school day and with time before and after school as staff permits
5. Provide central maintenance, distribution and accountability of media/technology resources
6. Maintain inventory and maintenance records for all media/technology resources in collaboration with the instructional technology specialist
7. Supervise school media/technology assistant(s) and student volunteers assigned to the media/technology center in collaboration with the instructional technology specialist
8. Perform other duties as assigned