



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

## Media Specialist

**Department:** Media

**Supervisor:** Building Principal

**Contract:** 186 Days

**Status:** Exempt (Union)

### Position Overview & Responsibilities

Develop and implement a comprehensive library media program that provides information and technology literacy skills instruction. Lead and co-teach technology integration through, collaborating, and consulting with classroom teachers. . Administer media center operations, programming, and resources.

- Promote and provide assistance and instruction, training and/or support to students and staff in using a variety of resources, including various technologies and literature.
- Develop and direct a building-wide technology plan, in collaboration with other technology coaches, teams, and building administration, including resource allocation, deployment, training, services, and support including management of the buildings webpage.
- Lead, coordinate, train, and supervise library staff and volunteers.
- Teach the information and technology literacy program as established by the district's media curriculum framework, working collaboratively with classroom teachers to integrate the curriculum/technology into classroom activities whenever possible.
- Assist with building-level curriculum development by participating in team planning and teaching, providing instructional resources, expertise, and support.
- Create a safe and orderly teaching and learning environment in the media center; establish a friendly, productive atmosphere; help students become independent users of information.
- Direct collection development (selection, weeding, organization) so that the collection remains responsive to the diverse needs of the students and professional staff and supports the curriculum according to district policies.
- Facilitate, in conjunction with the teachers, administration of electronic assessments.
- Organize and maintain records of acquisitions, holdings, and circulation for resources and equipment.
- Plan and manage the storage, inventory, distribution and circulation of all library resources and equipment to provide maximum access for students and staff.
- Administer the building library budget.
- Manage the distribution and storage of all library media equipment to provide maximum access for faculty and students; ensure that equipment is maintained and repaired as needed.
- Attend meetings, workshops and training sessions as directed by supervisor.
- Perform other related duties as assigned.

### Requirements & Qualifications

Requires Master's Degree in Library Media Education and teacher and library media specialist certification as determined by the State of Minnesota; extensive knowledge and skills in teaching and learning using



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

technology; extensive and current knowledge of and commitment to children's, young adult and adult literature previous teaching experience preferred.

## **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.