

West Carroll Board of Education

Job Description

Descriptor Term:

Media Specialist

Board Policy Reference

5.013

QUALIFICATIONS

Tennessee Teacher License with Media Specialist Endorsement

REPORTS TO

Principal

JOB GOALS

To provide the faculty and students with an enriched library environment, also to provide a multitude of resources and experiences that will enhance the curriculum, invite intellectual growth and develop productive use of leisure time.

DUTIES

1. Develops and implements the library media program which is applicable and related to desired educational goals, objectives and student outcomes.
2. Maximizes efficient use of available funds and provides the faculty and students with the best possible materials; the position requires the preparation and administration of a library budget using standard accounting procedures.
3. Supervises and promotes library activities which facilitates and enhances learning.
4. Initiates contact with faculty and students in promoting and providing library services, resources and guidance.
5. Actively participates in and works with other school personnel in the selection of books, equipment and other library materials which provide the student with the best learning opportunities.
6. Participates in professional growth and development activities including staff meetings and in-service and staff development activities as required or assigned.
7. Performs the technical responsibilities required to provide exemplary library service as part of an effective and successful educational facility.
8. Provides input and assistance to other school personnel by actively participating in departmental, faculty, curriculum and special meetings.
9. Assumes other reasonably and equitable job-related duties assigned by the immediate supervisor.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 20 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds, such as books, textbooks, instructional supplies, and equipment.

WORK CONDITIONS

Normal working environment.

TERMS OF EMPLOYMENT

Salary and length of contract to be determined by the Board with recommendation from the Director of Schools.

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation Personnel*.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.