



A World-Class Community of Learners

## JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	5	1	

JOB TITLE	CONTRACT REFERENCE
Media Specialist	Fridley Education Association Master Agreement

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
School Principal	January 2007

**JOB SUMMARY** The media specialist provides direct student instruction in information skills, collaborates and consults with classroom teachers to integrate information skills and technology tools with content teaching, and administers media center operations, programs, and resources.

### TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Provide direct teaching of information skills to students at all grade levels. Includes instruction in informational skills, technology tools, media production, research, and general supervision of students.
2.	Develop and implement every year an information media program that reflects the vision, mission and goals of the school: <ul style="list-style-type: none"> <li>Disseminate and apply current educational research, theory, and practice</li> <li>Summarize the role of information media for staff, using research and knowledge</li> <li>Collaborate in developing short- and long-range plans for informational media</li> </ul>
3.	Develop and implement an information media program that is an integral part of the total curriculum: <ul style="list-style-type: none"> <li>Assist teachers with curriculum development across grade levels and disciplines</li> <li>Plan and conduct a sequential integrated program of instruction in information use</li> <li>Collaborate with teachers (early childhood through adult students) to design, implement, and assess learning activities tied to learner outcomes</li> <li>Guide students in locating, processing, critically evaluating, and communicating information, and assess the processes and products of students' learning</li> <li>Provide reading, viewing, and listening guidance appropriate to the students' interests, goals, needs, and abilities</li> <li>Provide leadership help and staff development training in effective use of technologies, strategies, and resources</li> <li>Assist teachers in the selection and evaluation of resources</li> <li>Consider the developmentally appropriate level, format, and curriculum outcomes in</li> </ul>

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	<p>the design and production of media programs</p> <ul style="list-style-type: none"><li>• Formulate and conduct student learning activities that integrate use of information media tools</li></ul>
4.	<p>Develops and implements information media program policies and procedures consistent with principles of professional practice and aligned with school/district mission and goals:</p> <ul style="list-style-type: none"><li>• Monitor needs, usage, and trends to structure and justify program budgets</li><li>• Administer program budgets in a fiscally sound manner</li><li>• Develop a collection based on curriculum and learner needs</li><li>• Acquire, organize, maintain, circulate, and inventory media center resources</li><li>• Coordinate the maintenance and repair of technology tools in the building</li><li>• Identify and acquire resources beyond the media center to expand information access</li><li>• Consult and participate in the planning of the media facility</li><li>• Evaluate program, facilities, and resource collections,</li><li>• Develop and monitor information technology use, policies, procedures per constitutional /statutory/district policy mandates</li><li>• Establish a positive learning environment in the media center</li></ul>
5.	<p>Supervise media assistants and assist in their job performance and improvement. Includes assisting the building principal with performance review, job descriptions, interviewing applicants, and develop training/retraining strategies.</p>
6.	<p>Demonstrates the personal use of current and emerging research and theory:</p> <ul style="list-style-type: none"><li>• Applies educational principles relevant to the physical, social, emotional moral, and cognitive development of students</li><li>• Applies an up-to-date knowledge base in the use of best practices for instruction</li><li>• Develops curriculum goals, outcomes, assessments based on the central concepts of information media and alignment with classroom content</li><li>• Measures and uses student achievement results in instructional decisions</li></ul>
7.	<p>Complete other duties as determined by building principal.</p>

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**QUALIFICATIONS** (Specific training or job experience required before appointment)

- Hold a baccalaureate degree from a college or university that is accredited.
- Minnesota licensure as a library media specialist

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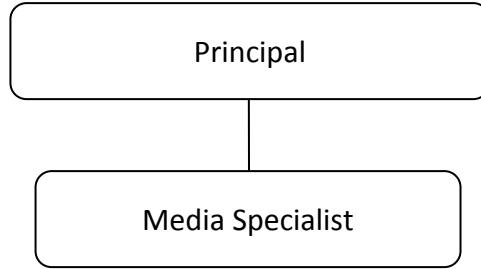
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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.