

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: MEDIA SPECIALIST **File 305**

Reports to: Media Coordinator

Job Objectives: Promotes and teaches the effective use of media services.

Note: Duties require traveling to various buildings throughout the district as scheduled.

Minimum Qualifications:

- Valid Ohio license or certificate appropriate for the assignment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Experience with computer operating systems and software applications.
- Commitment to keeping current with technological advances. Interprets, applies, and communicates technical information.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides training and support to enhance staff and student access and use of resource materials and equipment.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.
- Participates in short- and long-range planning activities.
- Helps prepare grant and foundation proposals.
- Administers the board-approved budget. Updates the media collection. Catalogs materials to facilitate the effective retrieval of information by patrons.
- Maintains an orderly and functional circulation system. Keeps books, periodicals, etc., properly shelved. Promotes the proper use and care of school property.
- Oversees the cleaning, repair, and replacement of media equipment and materials. Mends books and makes minor equipment repairs. Discards outdated or damaged materials following board-adopted procedures.
- Provides regular orientation sessions for patrons. Develops and implements programs that enhance student reading and research skills.
- Keeps current with K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.
- Works with staff to improve student learning through the effective use of media resources.
- Supports grade-level curriculum implementation activities.
- Helps research and prepare materials for teachers.
- Functions as a copyright resource.
- Collects and reserves material for classroom assignments when requested.
- Implements effective pupil management procedures. Maintains high standards

and upholds the student conduct code.

- Develops and maintains a positive learning environment. Stimulates student interest in life-long learning.
- Uses effective communication strategies to introduce new media resources to patrons (e.g., E-mail, websites, displays, etc.).
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.
- Uses story sharing activities to promote enthusiasm for reading.
- Helps patrons use media equipment (e.g., videos, CD-ROMs, audio tapes, etc.). Trains students to help teachers operate audio-visual equipment.
- Teaches patrons how to use media center's computers and peripherals.
- Prepares and presents special topics to classes when requested.
- Incorporates the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Keeps current with media resources available in the community.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Complies with district procedures to account for the collection of authorized student fees and fines.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in intervention assistance team (IAT) and Alternative Learning center (ALC) entrance meetings. Works with team members to reach a consensus on a plan for students requiring assistance.
- Supports an inclusive educational environment. Provides opportunities for students with disabilities to participate in appropriate peer group activities.
- Supervises non-classroom duties when assigned.
- Participates in open houses and other school events as directed.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.

- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.

- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education and the Master Agreement.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.