

Media Specialist – Job Description

Reports To: School Administration

Qualifications: Educational Level: Masters Degree.
Certification/Licensing: Georgia Certification

Duties:

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Demonstrates knowledge and proficiency in the use of internet and email as applicable to job responsibilities.
5. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.
6. Demonstrates appropriate verbal and written communication skills.
7. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
8. Maintains confidentiality of sensitive information and material; adheres to chain of command.
9. Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient department.
10. Participates in professional organizations, workshops and professional learning activities and applies what is learned to the job working through the Principal and Assistant Superintendent of Curriculum and Instruction.
11. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
12. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
13. Assists administration with implementation of goals.
14. Supports the vision/mission of the administration.
15. Reports to principal about status of programs.
16. Makes recommendations of appropriate actions and alternatives to the principal.
17. Keeps abreast of and informs the principal of current trends and developments concerning area of responsibility.
18. Monitors compliance with policies and laws concerning area of responsibility.
19. Coordinates the building media committee.
20. Recommends building media policies and implementation procedures in line with system policies and procedures.
21. Serves on curriculum and textbook adoption committees.
22. Assists teachers in designing and developing instructional materials.
23. Recommends media and technology based on the needs of the instructional program and the individual users.

24. Plans with the instructional staff to integrate media skills instruction with classroom content.
25. Manages and ensures accessibility to media resources and facilities at all times during the school day and school year.
26. Coordinates the acquisition, processing, organization circulation, maintenance and inventory of print materials.
27. Updates and maintains the automated media management system in a timely manner.
28. Keeps users informed of media services and resources.
29. Promotes effective utilization of facilities, resources and services.
30. Maintains inventory of electronic equipment on campus.
31. Adheres to and assists in monitoring adherence to federal copyright laws and guidelines regarding printed and electronic media.
32. Assists with the design and implementation of Acceptable Use Policies for students and personnel.
33. Plans and implements media budget according to system guidelines and procedures.
34. Perform other duties as assigned by the Principal.