

Media Specialist Job Description

Title:

Position: Media Specialist
Department: Certified

Reports to:

Principal or Designee

Job Goal:

To guide students toward gaining knowledge and skills in order to become productive citizens.

Standard Qualifications for Position:

1. Pennsylvania teaching certification in appropriate field.
2. Bachelor's degree required; Master's degree preferred.
3. Strong GPA in major area; evidence of rigorous college program.
4. Related teaching experience preferred.
5. Outstanding personal/interpersonal communication skills; openness towards parent conferences.
6. Experience with technology in facilitating instruction.
7. Excellent organizational and neatness skills; ability to keep concise records.
8. Sensitivity to the developmental stages and well being of children.
9. Willingness to be flexible in terms of teaching assignment within the school setting.

Essential Functions and Responsibilities of Position:

1. Creates a classroom environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students while promoting reading and literacy in the school.
2. Guides the learning process toward the achievement of established District curriculum goals, establishes and communicates clear objectives to the students for all lessons, units, and projects. Collaborating regularly with the other members of the instructional staff.
3. Strives by instruction and action to employ the District's philosophy of education, instructional goals and objectives, and performance expectations.
4. Provide support to teachers/students with research projects, investigations, media and information literacy, acceptable use agreements, technology use and school equipment.
5. Consults with faculty and administration regarding technology needs of our students and building.
6. Assesses the accomplishments of students on a regular basis, provides progress reports as required, and communicates with parents as directed by the principal.

7. Maintains accurate, complete, and correct records as required by the law, District policy and administrative regulation, including maintaining inventory/ordering of all technological, print and web databases.
8. Develops a code of conduct for the classroom which is consistent with established administrative policies and develops rules of classroom behavior which are enforced in a fair and just manner.
9. Employs a variety of instructional techniques and teaching strategies to meet different aptitudes and interests of students, including current technology and whole-group/small-group learning.
10. Prepares for classes and shows written evidence of preparation upon request of immediate supervisor.
11. Seeks the support of district specialists when concern regarding student progress arises.
12. Provides age-appropriate communication with students on instructional expectation and keeps them informed of their progress in meeting those expectations.
13. Manages allotted learning time to maximize student achievement.
14. Ensures the classroom and/or instructional environment is attractive, healthful, safe and conducive to learning and that materials are in good condition and accessible to students as facilities and equipment permit.
15. Provides materials in support of core curriculum and supports student research projects.
16. Attends District meetings and serves on District committees as required.
17. Participates in in-service and staff development activities and staff meetings as required or assigned.
18. Maintains an ongoing program of professional growth that satisfies District requirements but also satisfies personal expectation as a professional.
19. Attends established traditional school-sponsored activities (i.e, back-to school night, open house, and other activities customarily attended by classroom teachers and/or faculty members.)
20. Participates in curriculum related and programmatic activities that are a part of the regular District program.
21. Participates in the preparation of letters of recommendation for students going to other schools or programs or applying to colleges, with the understanding that recommendations are completed at the discretion of the teacher and are confidential as stipulated by the recommending teacher. When a teacher has accepted requests from more than 15 students to write recommendations, the teacher may request a half day of release time from the building principal. The principal and teacher will mutually agree on the actual day of the release time.
22. Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law.
23. Ensures that fees for courses are collected, where applicable.
24. Establishes partnerships with the community as appropriate in support of the academic program.
25. Provides opportunities for students to compete in local, state and national contests (ex. American Math Exam, National Latin Exam, Central League Writing Contest, etc.) as appropriate in support of the academic program and with the approval of administration.

26. Accepts responsibility for partnerships in Senior Internship Program as a mentor or sponsor when the teacher has agreed to serve in this capacity.
27. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. As appropriate, the Media Specialist will be required to follow any other job related instructions and perform other job related duties directed by the Building Principal.

Physical Requirements of Job Functions:

Standing	0-4 hours at a time	1-7 hours per day
Walking	0-2 hours at a time	1-2 hours per day
Sitting	0-2 hours at a time	0-5 hours per day
Driving	Occasionally	Occasionally

Essential Functions Measured in Terms of Frequency:

DEFINITIONS:

Not at all: 0% Occasionally: 1-33% Frequently: 34-66% Constantly: 67-100%

I. Body Movement

1. Bend/Stoop	Frequently
2. Squat/Crouch	Occasionally
3. Climb	Occasionally
4. Crawl	Not at all
5. Overhead reach	Occasionally
6. Shoulder reach	Frequently
7. Kneel	Occasionally
8. Twisting	Occasionally

II. Lifting

1. 0-10 lbs.	Frequently
2. 11-20 lbs.	Occasionally
3. 21-40 lbs.	Occasionally

Additional Comment: Lifting or carrying refers to office supplies, weighing no more than 40 lbs. May occasionally climb flights of stairs in or around building.

III. Repetitive Movement

1. Feet (both)	Not at all
2. Hands (both)	Constantly
typing/writing	
fine manipulation	
simple grasping	
light pushing and pulling	

Terms of Employment:

School year established by contractual agreement with the Board of School Directors.

Evaluation:

Annual review by building principal or designee in accordance with Board policy and state regulations.

**Please note: The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.*