



Pickens County Schools

Job Descriptions

MEDIA SPECIALIST

Title/Position: Media Specialist

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 190 Days

Salary: Certified Salary Schedule

Reports to: Principal

Qualifications: Valid Georgia teaching certificate with Media Specialist Certification

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Participates as a member of the instructional team, planning with the administrator and teachers to identify, select and provide the best resources to meet learner needs. The media specialist must insure a unified media program which is effectively managed, instructional – related and accessible to all.
- Coordinates the building media committee.
- Implements media policies and standards by planning the school media program with guidance from the building media committee.
- Participates in curriculum development and implementation by:
 - serving on curriculum and textbook committees,
 - assisting teachers in designing and developing instructional materials,
 - recommending media and technology based on the needs of the instructional program and the individual users,
 - planning with the instructional staff to integrate media skills instruction with classroom content,
 - producing locally designed materials for, and with, students and instructional staff.
- Manages and insures accessibility to media resources, equipment and facilities by:
 - Selecting media based on the unique needs of the instructional program and the individual users,
 - Coordinating the acquisition, processing, organization, circulation, maintenance and inventory of resources,
 - Incorporating technology into media management functions in order to minimize time required for routine activities and insure maximum access to resources,
 - Evaluating media services with administrative and instructional staff and modifying as appropriate,
 - Informing users of media center services and resource,

- Creates and fosters a climate that motivates utilization of media facilities, resources and services.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Exempt