**LINCOLN COUNTY SCHOOL DISTRICT JOB DESCRIPTION**

**Job Title**: District Media Specialist **Prepared By:** LCSDHuman Resources

**JOB TYPE:** Licensed **REVISED DATE:** March 2, 2021

**REPORTS TO:** District Technology Coordinator

**PURPOSE:** The K-12 District Media Specialist is a district-level leader in instruction, curriculum, professional development, and the integration of technology to shape teaching and learning. The K-12 District Media Specialist develops and guides school library programs and staff,  promotes equitable access to resources and library, implements student digital literacy and citizenship initiatives, and encourages all students and staff to become lifelong readers and responsible users and producers of information. This position provides equitable access to resources and the leadership and expertise necessary to align the school library program with the mission, goals, and objectives of the school and the district.

**Essential Duties and Responsibilities**: The following are examples of duties. However, any one position may not cover all duties listed; examples may not cover all duties an employee is expected to perform; and other duties may be assigned.

**1. Instruction**

* Designs and delivers curriculum aligned to Oregon and national school library and technology learning standards, and which supports the delivery of content standards.
* Advise on censorship, intellectual freedom, and copyright issues.
* Develop and implement a K-8 standards aligned library program which includes research, digital literacy skills and reading engagement strategies.
* Evaluates, promotes, and models the use of innovative technologies and instructional strategies and resources.
* Collaborates on the instruction of research, information literacy, and digital literacy with building Media Assistants.
* Works with building Media Assistants to teach students to be effective consumers, producers, and presenters of information and ideas and to leverage technology in those pursuits.
* Works with building Media Assistants to teach students and school staff to be safe, ethical, and responsible digital citizens.
* Works with building Media Assistants to teach students how to choose appropriate reading materials to meet their needs, interests, and skill levels.
* Regularly conducts planning for lessons using commonly accepted professional practice.
* Attend monthly EdTech Cadre meetings in order to give input on important technology related topics.

**2. Literacy Promotion and Advocacy**

* Map and analyze collections to identify areas of need and build equitable resources across the district.
* Collaborates with teachers and administrators on school and district literacy goals.
* Promotes and supports a school wide culture of reading and literature appreciation.
* Reinforces literacy instruction with resources in a variety of formats and genres including informational texts.
* Designs and facilitates meaningful onsite or virtual experiences to promote a love of reading and lifelong learning, such as OBOB, ORCA, author visits, literacy fairs, book clubs.
* Advocates for the school library program and its role in the instructional program.
* Leads professional development to support the integration of information and digital literacies, the use of technology, and collaboration across the curriculum.
* Models innovative strategies and technologies to support classroom teachers in their instructional practices.

**3. Building Media Assistants Training**

* Provide guidance and coaching for building Media Assistants regarding site program development and administration.
* Applies a comprehensive knowledge of developments and trends in library media center management issues, media systems, and information resources.
* Assumes responsibility for, and works with the building Media Assistants, to upkeep the organization, appearance, and visual appeal of the district’s library media centers.
* Works with building administrators and building Media Assistants to schedule and manage the use of district media facilities and equipment, utilizing appropriate technologies.
* Instructs the building Media Assistants in how to maintain patron and materials databases.
* Develops and maintains effective relations with patrons, volunteers and the community.
* Selects and oversees the ordering, receiving, processing, cataloging, shelving, storing, maintaining, repairing, circulating, inventorying, and withdrawal of library media resources, materials, and equipment in collaboration with building Media Assistants.
* Instructs the building Media Assistants on how to assist staff and students in locating and using library resources, materials, and equipment.

**4.  Device Coordinator Training**

* Trains the building Device Coordinator on the process of resolving student device issues, including basic troubleshooting, the creation of help tickets in Incident IQ, communicating with the Technology Department, and closing tickets.
* Provides training for the staff in each school on the process of resolving student device issues, ensuring that teachers, administrators, and device coordinators are aligned.
* Trains the building device coordinator and develops training material for teachers on how to best care for student devices.

**5.  Building Media Centers**

* Develops, reproduces, and distributes bibliographies, guides, “pathfinders,” and other instructional handouts and materials as appropriate and needed.
* Manages library media center budget and maintains accountability for fixed assets.
* Facilitates the ordering, distribution, and return of instructional materials to and from the district textbook depository.
* Helps to develop and implements written policies concerning the selection, screening, and evaluation of materials and equipment including the acceptance of gifts for the instructional library media center.
* Creates, communicates, and maintains classroom/media center management practices that effectively engage students in the learning process. Acceptable student behavior and related discipline procedures are well understood by building media assistants and consistently enforced to maintain a positive learning environment.
* The K-12 District Media Specialist participates in professional learning opportunities in support of District-wide mission, vision and goals.
* Performs other duties as assigned.

**GENERAL PERFORMANCE REQUIREMENTS:**

* Perform duties in a courteous and efficient manner that builds the confidence of staff, students and the public in the Lincoln County School District.
* Observe laws, district policies and procedures, and professional standards for the position.
* Establish and maintain effective working relationships with school personnel, parents, students, and the public; work collaboratively as a team member.
* Carry out work responsibilities effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
* Respect confidential information and the privacy of students, staff and parents.
* Support the Mission for “Every Child Every Day Future Ready” in role as a licensed employee.
* Develop job skills necessary to meet changes in the position.
* Maintain personal appearance and hygiene appropriate to the position as defined by the district.
* Meet applicable district physical ability/health and safety guidelines for the position.
* Perform other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty and responsibility as listed above satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* *Education and Experience*: Valid Oregon teacher’s license with appropriate endorsement and grade level authorization. Must be highly qualified or able to become highly qualified in area assigned according to NCLB laws. Strong background in variety of age appropriate instructional, assessment and behavior management strategies that reflect current research on best practices. Familiarity with state standards and curriculum frameworks for grade levels taught. Knowledge and experience with differentiated instruction.
* *Language Skills:* Effective oral and written communication skills. Ability to read technical procedures and government regulations. Ability to speak effectively and effectively present information in classroom, small group and one-on-one situations to students, other district employees, patrons, administration and school board members.
* *Mathematical Skills:* Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
* *Reasoning Ability:* Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
* *Computer Skills:* Proficient with email, word processing software, internet software, and database software.
* *Certificates, Licenses, Registrations:* See *Education and Experience*, above. Valid driver’s license. Current certification in CPR/First Aid may be required; other certificates as requested.
* *Interpersonal Skills:* Exhibits professionalism and effective human relations. Effectively manages and supervises students and their work. Works well with others. Focuses on solving conflict. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others’ ideas. Contributes to building a positive team spirit.

**PHYSICAL DEMANDS:** The physical demands described below 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.

* Frequent and prolonged talking, hearing and listening in conversations and meetings.
* Frequent or prolonged standing, walking and sitting; occasional crouching, stooping and/or crawling.
* Required vision abilities include close vision, distance vision, color vision, peripheral vision, and depth perception.
* Required to use fingers, hands and arms for fine manipulation and to handle, feel and reach.
* Requires handling and working with variety of materials and objects.
* Must regularly lift and/or move objects weighing up to 25 pounds.
* May require lifting or assisting in lifting a student or physically restraining a student from harming self or others.

# WORK ENVIRONMENT: The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision are required.
* This position involves working in close proximity to groups of children and adults.
* The noise level is usually moderate to high.
* Possible exposure to bodily fluids due to student injury or illness.
* Possible exposure to bodily harm due to student behaviors.
* Possible exposure to a variety of chemicals contained in instructional supplies and materials.
* Evening and/or extended work hours may be required.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Lincoln County School District may add to, modify or delete any aspect of this job description, or the job itself, at any time it deems advisable.

**EMPLOYEE STATEMENT:** I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the district prior to beginning work.

I have read and understand this job description.

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_