



**David Douglas School District #40  
Licensed Job Description**

**JOB TITLE:** District/High School Teacher-Media Specialist

**Job Purpose Statement/s:** The position of Media Specialist is for the purpose/s of providing and maintaining media services which effectively augment the instructional program and to provide instruction to students on the use of media centers, including research skills at appropriate grade levels. The Media Specialist interprets the school media program to students, teachers, administrators, and the community.

**Essential Job Functions:**

- **Instruct** students in the necessary media skills and the effective use of the Media Center, its materials and related equipment as identified in the district media outcomes.
- **Provide** assistance to the building staff in the selection and use of instruction materials and equipment.
- **Assist** the principal in the evaluation of media programs as requested.
- **Maintain** proper accounting and record keeping systems for library materials and equipment including circulation, distribution, retrieval, collection evaluation and inventory.
- **Preview, select, order and process**, (catalog if necessary) according to district media policy, new acquisitions to the media collection.
- **Assist** the principal in the preparation of building media budget.
- **Maintain** appropriate displays that reflect attention to course units of instruction within the school.
- **Plan** and **supervise** purposeful assignments for library assistant(s) and/or volunteer(s), and evaluate their job performance where applicable.
- **Maintain** order and appropriate conduct among students.
- **Become** familiar with and uphold the enforcement of school rules, district media procedures, Administrative Regulations and Board Policies.
- **Collaborate** with school personnel, parents and various community agencies for the purpose of improving the quality of the media center.
- **Demonstrate** methods required to perform assignments for the purpose of modeling the skills necessary to perform the tasks safely and/or accurately.
- **Support** classroom teachers and other school personnel for the purpose of assisting them with implementing classroom goals and individual student plans.
- **Become** familiar with and uphold the enforcement of school rules, Administrative Regulations and Board Policy.
- **Demonstrate** a professional and positive attitude when carrying out responsibilities as a faculty member.
- **Attend** staff meetings and serve on staff committees as requested.
- **Meet** the state standards for competent and ethical performance.
- **Assist** teachers in instruction, use, obtaining licenses, and maintaining database for online instructional supports (e.g., Turnitin.com, google doc passwords, Proquest)

**Other Job Functions:**

- **Participate** in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information.

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### **District Level Job Functions:**

- Plan and lead trainings and meetings with K-8 library personnel
- Approve purchases and donation of books to ensure books meet board approved selection policy.
- Assist library personnel working with library circulation and cataloging system
- Assist building administrators with hiring of library personnel
- Maintain, update, and communicate procedures in district Library Procedure Manual
- Organize and coordinate district and community resources for elementary, middle school, and high school libraries to support core curriculum
- Mentor new library assistants on policy, procedure, and problem solving
- Participate in district level book challenges

### **Job Requirements – Qualifications:**

- ◆ **Experience Preferred:** Prior job related experience.

- ◆ **Skills, Knowledge and/or Abilities Required:**

*Skills* in planning, developing, and implementing appropriate materials for the media center that support and complement district curriculum and assisting students in realizing success. Effective communication skills with students, parents and other school personnel.

*Knowledge* of instructional theory, best practices, curriculum, state education code and district policies.

*Abilities* to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.

**Education Required:** Bachelor's Degree. **Media Specialist endorsement required.**

**Licenses, Bonding and/or Testing Required:** Appropriate Teacher Standards and Practices Commission license, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

**Other:** First aid card and cardiopulmonary resuscitation certificate.

Multi-Cultural preferred. Bi-Lingual candidate preferred. ESOL and/or Reading endorsement preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

**Terms of Employment:** Salary and work year according to the current contract and school calendar.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

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**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.