GERVAIS SCHOOL DISTRICT #1 - MEDIA SPECIALIST

QUALIFICATIONS:
- Valid Oregon Teaching License with appropriate endorsements.
- Degrees and area of study as required by TSPC.
- Prior job-related experience will be considered but is not required.
- Familiarity with current technology as it pertains to school applications.
- Knowledge of hardware and software and print resources, organizations, developers, and vendors.
- Valid First Aid Card as requested by Principal.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:
- Principal and Director of Special Services

JOB GOALS:
- To coordinate the smooth and efficient operation of all library media programs within the district.
- To provide all students with an enriched library environment containing a wide variety and range of materials that will invite intellectual growth.
- To aid all students and faculty with skills needed to take full advantage of library media resources.

PERFORMANCE RESPONSIBILITIES (See Performance Standards for additional indicators)**:**
- Operates and supervises the building library/media center.
- Evaluates, selects, requisitions, and processes new materials.
- Assists teachers and library assistants in the selection of books and other instructional materials.
- Makes instructional materials available to supplement the instructional program.
- Informs staff and students about new acquisitions.
- Maintains a comprehensive and efficient system for cataloguing all library materials.
- Instructs teachers and students on the use of the library cataloguing system.
- Arranges for interlibrary loan of materials to staff.
- Works with teachers in planning assignments likely to lead to extended use of library resources.
- Promotes appropriate conduct of students using library facilities.
- Helps students develop habits of independent reference work and skill in the use of reference materials in relation to planned assignments.
- Presents and discusses materials with a class studying a particular topic at the invitation of the teacher.
- Participates in curriculum meetings and represents the district at regional meetings.
- Counsels with and gives reading guidance and assistance to students who have special reading needs or unusual intellectual interests.
- Arranges and frequently changes book-related displays and exhibits to interest the library's patrons.
- Prepares and administers the library budget.
- Supervises library aides in the performance of their duties.
- Removes obsolete and worn materials from the collections in accordance with district policies and procedures.
- Arranges for the maintenance and repair of equipment.
- Maintains master files of the school's computer programs and installs upgrades.
- Provides reading incentives with book talks, bulletin boards, displays, bibliographies, bookmarks, and audio-visual presentations.
- Prepares an annual report for the administration that covers the growth and loss of volumes, circulation figures, and lists of fines for lost materials prior to final checkout.
- Teaches media skills to all students.
- Serves as a member of the district Library Committee and assists in building a strong district-wide, K-12, media system.
- Follows district policies and building rules.
- Performs other duties as are assigned.

PHYSICAL REQUIREMENTS:
- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and drive 1-4 hours.
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboarding).
- Employee may need to bend, squat, climb stairs, and lift occasionally.

TERMS OF EMPLOYMENT:
- 190 days.
- Salary and work year to be in accordance with collective bargaining agreement, Board policy, and legal requirements.

EVALUATION:
- Performance of this job will be evaluated in accordance with State law, Board policy, and the District Evaluation Procedures. Evaluation shall be based on, but not limited to, Performance Standards for Teachers.

I have received a copy of this job description:

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Teacher Signature   Date

Revised March 18, 2004 and October 21, 2004 MW