

KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

CLASS TITLE: Media Specialist

BAND	GRADE	SUBGRADE
A	1	3
DEPARTMENT: Staff and Organizational Development	ACCOUNTABLE TO: Director	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for providing a professional resource workroom where materials that support curriculum are available for instructional purposes. Duties include: recording and balancing budget; ordering supplies; preparing purchase orders; maintaining workroom and equipment; cataloging and processing materials; coordinating with librarians and transportation; calculating figures; delivering materials; maintaining membership for ASSET Channel #8 Educational Programming; and, maintaining master collection of educational resource catalogs.		
DISTINGUISHING CHARACTERISTICS: The Media Specialist is a stand-alone classification.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Records and balances budget for the Instructional Materials Center to include maintaining ASSET Channel #8 Educational Programming membership, communicating with supervisor regarding the purchases needed for operation, ordering supplies, and preparing purchase orders.	Daily	A1
2.	Oversees workroom operations to include storing supplies, training staff on equipment use, maintaining workroom and equipment, recommending type of equipment to use, and updating sign up sheets and materials cards.	Daily	A1
3.	Catalogs and processes materials for professional Library and media minder video scheduler to include entering materials into system, labeling materials for processing, pulling materials to circulate, preparing reports, ordering books, magazines, and kits, and resolving scheduling conflicts.	Daily	A1

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: **Media Specialist**

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Coordinates the daily delivery of materials to include communicating with transportation, logging scheduled materials, organizing materials bags, preparing notices, and running monthly report on materials circulated.	Daily	A1
5.	Coordinates ASSET Channel #8 Educational Programming to include picking up and delivering catalog, recording and circulating collection of programs to used at sites, and ordering and cataloging a collection of ASSET teachers manuals to support programs used.	Daily	A1
6.	Maintains master collection of educational resource catalogs to include coordinating, collecting, and shipping materials for rebinding and distributing rebound materials back to schools.	Daily	A1
7.	Maintains equipment such as overheads, slide projectors, microphones, video cassette recorders, cameras, compact disk players, computers, printers, scanners, laminators, and copiers to include determining when to replace or reorder equipment and deciding if service contracts are needed.	Daily	A1
8.	Coordinates with librarians to create a District wide magazine order to include maintaining communications regarding pricing, compiling and creating data for magazine order, and calculating and formulating individual totals for each school.	Annually	A1
9.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Library operations;
- Purchasing procedures;
- Mathematics;
- Basic accounting principles.

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Media Specialist

Skills (position requirements at entry):

Skill in:

- Using computers and related software;
- Coordinating the delivery of materials;
- Operating audio visual and office equipment;
- Coordinating educational television programs;
- Maintaining filing systems;
- Serving customers;
- Scheduling materials and resolving scheduling conflicts;
- Organizing, recording and duplicating videos;
- Keeping records;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associate's Degree in Library Technology or Computer Media and one year of specialized or technical training beyond high school; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None required.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98