

As a teacher, the media specialist works with students and other members of the learning community to instruct students using the media center curriculum; increase student achievement; analyze learning and information needs; locate and use resources that will meet those needs; and understand and communicate the information the resources provide. The media specialist is knowledgeable about current research on teaching and learning and skilled in applying its findings to a variety of situations, particularly those that call upon students to access, evaluate, and use information from multiple sources in order to learn, think, and create, and apply new knowledge. As full participant on the instructional team, the media specialist constantly updates professional skills and knowledge in order to work effectively with teachers, administrators, and other staff both to expand their general understanding of information issues and to provide them with specific opportunities to develop sophisticated levels of information literacy

Chain of Command

The Media Specialist reports to the Principal of the school.

Competencies of the Media Specialist

The Media Specialist shall possess knowledge of local, state and federal curriculum and assessment requirements as well as current policy related to Arizona Standards in their area of assignment. Additionally, listed below are the competencies required for this position:

- **Accountability:** Holds self and others accountable for teaching curriculum, and producing measurable high-quality, timely, and cost effective results. Determines objectives, and sets priorities. Accepts responsibility for mistakes.
- **Communication:** Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Collaboration:** Works productively and positively with others within and across grade level teams and departments at schools.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

Essential Duties of the Media Specialist

- As an Instructional Partner, the media specialist joins with teachers and other to identify links across student information needs, curricular content, learning outcomes, and a wide variety of print, non-print, and electronic information resources. Working with the entire school community to increase student achievement, the media specialist takes a leading role in developing policies practices, and curricula that guide students to develop the full range of information and communication abilities committed to the process of collaboration. The media specialist plays an active role in implementing district programs and works closely with individual teachers in the critical areas of designing authentic learning tasks and assessments, as well as integrating information and communicational abilities required to meet core standards.
- As an Information Specialist, the media specialist provides expertise in acquiring and evaluating information resources in all formats; in bringing an awareness of information issues to teachers, administrators, students, and others; and in modeling for students and others strategies for locating accessing, and evaluating information within and beyond the library media center for maximum student achievement. Working in an environment that has been profoundly affected by technology, the media specialist both masters sophisticated electronic resources and maintains a constant focus on the nature, quality and ethical uses of information available in these and in more traditional tools.
- As Library Media Center Manager, the media specialist guides and directs all the activities related to the library program for the maximum students achievement. The media specialist is an advocate of for the library program, proficient in the management of the library collection, textbooks beginning of the year/end of year distribution and inventory, staff, volunteers, budgets, equipment, and facilities. The media specialist plans, executes, and evaluates the program to ensure its quality both at a general level and on a day-to-day basis.
- As Technology Support, the media specialist maintains communication and works with site Educational and User Support Technicians. The media specialist is a member of the site technology committee and is a communication liaison for technology updates and issues for the staff. The media specialist should be knowledgeable about all technology hardware on school campuses and assist with general troubleshooting with printers, computers, projectors, document cameras, and other technological devices on campus. The media specialists are responsible for maintenance of labs i.e. replace mice, keyboards, headphones, reset student passwords, etc.

Minimum Qualifications

Bachelor's Degree in specialized area of assignment; or

Equivalent combination of education and experience to successfully perform the essential duties of the job listed above

Valid Arizona Teacher Certification with Library-Media Specialist Endorsement

Preferred Qualifications

M.A.Ed. in Education or Library Science

Date Revised

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