

Fountain-Ft. Carson School District Eight
Job Description

Job Title: **Media Specialist**
Pay Schedule/Range: **Certified**
Prepared/Revised Date: **January 30, 2020**

Reports To: **Principal**
FLSA Status: **Exempt**
Work Year: **196 days**

SUMMARY: The media specialist develops and facilitates highly effective instruction to equip students and teachers with 21st century cross-content literacy, post-workforce readiness, and digital literacy skills supporting their development as lifelong learners who are highly skilled in independent inquiry and problem solving.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty 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.*

Job Tasks Descriptions	Frequency
1. Systematically and thoughtfully plans high quality instruction that meaningfully integrates cross-content subjects and Colorado Essential Skills that align with Colorado Academic Standards.	D
2. Collaborates with teachers across all content areas and grade levels to integrate information literacy, digital literacy, and Colorado Essential skills systematically and serve as essential and equal partner in the instructional process.	D
3. Consistently assesses student acquisition of information literacy and digital literacy proficiency across content areas in conjunction with the classroom teachers.	D
4. The school library provides diverse and equitable access to various forms of information, technology, and literacy resources. Students, staff, and other school community members can access the facility and resources at points of need.	D
5. Co-plans and/or co-teaches lessons and learning experiences with teachers and grade/content area teams during teacher plan time, team planning and PLC's (job embedded planning), and/or during regular classroom instruction.	W
6. Develop an understanding of district expectations for postsecondary readiness, secondary career pathways, and elementary career readiness skills and outcomes. Integrate elementary college and career readiness skills into learning opportunities including, but not limited to, reading, writing, communications, teamwork, critical thinking, and problem solving.	W
7. Collaborate with the district technology staff to ensure access to equipment and software that support innovative instructional practices.	W
8. Manages, evaluates, selects, and orders new media materials, including audio-visual materials, digital text, hardware and software, etc.	Ongoing
9. Supervise para educators, student assistants, and/or volunteers that work in the media center, including: training, directing work, assigning work, district and state assessment, and resolving problems within the media center.	Ongoing
10. Evaluate and consistently communicate with supervisor about scheduling needs/options to ensure time to collaborate, co-teach, and manage daily needs of the media center (i.e. flexible scheduling options).	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in education
- Masters' degree in curriculum and instruction; instructional technology; or an endorsement in library science preferred
- Minimum of three years teaching experience in the classroom (preferred)

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Teaching Certificate.
- Endorsement as K-12 School Librarian

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TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective interpersonal relations skills and advanced oral and written communication skills.
- Strong organizational abilities to manage multiple tasks with frequent interruptions.
- Capacity to collaborate, teach, and coach students and teachers.
- Proficient in the use of instructional technology to enhance and extend student learning.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Knowledge of post-workforce readiness skills and standards.
- Strong skill in cross content areas of literacy, technology/coding/engineering, science, and mathematics.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with multiple types of instructional software.
- Ability to use district library system software.
- 'Flexible' scheduling knowledge to support co-teaching and collaboration.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	
Reports to:	Building Principal	

	POSITION TITLE	# of EMPLOYEES
Direct Reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in the media center.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear. The employee frequently is required to sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to the risk of electrical shock.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, and use interpersonal skills. The employee is occasionally required to compute and evaluate.