



Pickens County Board of Education Job Descriptions

MEDIA SPECIALIST

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: State Approved Days

REPORTS TO: Principal

QUALIFICATIONS: Holds a (MS) Media Specialist Degree (as set by State Certification authorities)

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Participates as a member of the instructional team, planning with the administrator and teachers to identify, select and provide the best resources to meet learner needs. The media specialist must ensure a unified media program which is effectively managed, instructional – related and accessible to all.
- Coordinates the building media committee.
- Implements media policies and standards by planning the school media program with guidance from the building media committee.
- Participates in curriculum development and implementation by:
 - serving on curriculum and textbook committees,
 - assisting teachers in designing and developing instructional materials,
 - recommending media and technology based on the needs of the instructional program and the individual users,
 - planning with the instructional staff to integrate media skills instruction with classroom content,
 - producing locally designed materials for, and with, students and instructional staff.
- Manages and ensures accessibility to media resources, equipment and facilities by:
 - selecting media based on the unique needs of the instructional program and the individual users,
 - coordinating the acquisition, processing, organization, circulation, maintenance and inventory of resources,
 - incorporating technology into media management functions in order to minimize time required for routine activities and ensure maximum access to resources,
 - evaluating media services with administrative and instructional staff and modifying as appropriate, and
 - informing users of media center services and resources.
- Creates and fosters a climate that motivates utilization of media facilities, resources and services.