

Media Specialist

General Definition of Work

Socrates Academy is a charter school with a focus on partial Greek immersion and the Socratic method, whose teachers must possess strong teaching abilities, an understanding of pedagogy and instructional practices in elementary and secondary education, and an enthusiasm for connecting learning to real life application.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Salary

State Salary Schedule

Reports to

Principal

Essential Functions

- Assesses learning and information needs of students and staff.
- Plans and works collaboratively with teachers.
- Instructs students and staff in the effective use of ideas and information.
- Incorporates information literacy into day-to-day instruction.
- Advocates and promotes reading and lifelong learning.
- Works with the principal and school leadership team to provide flexible access to school library media center resources.
- Creates and maintains an environment conducive to learning.
- Encourages the widest possible use of print and electronic resources and services - within the school library media center, throughout the school, and through remote access.
- Leads teachers, technology staff, and students in a collaborative process to select and evaluate resources that address curricular needs and learning goals of students and teachers in the information age.
- Adheres to copyright as well as other laws and guidelines pertaining to the distribution and use of resources.
- Works with school staff to design and implement short- and long-range plans to ensure balance among teaching, instructional technology, collaboration, collection development, and program management.
- Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources.
- Interacts effectively with students, staff, administration, and the general public to promote

and expand the school library media program.

- Performs other related work as required.

Knowledge, Skills, and Abilities

- Considerable knowledge of library media terminology and appropriate uses of media and technology to enhance instruction and achievement.
- Ability to constantly monitor the safety and well-being of students.
- Ability to identify and evaluate new and emerging technologies.
- Ability to use common audiovisual materials, common office machines and common computer programs.
- Ability to use library automation programs.
- Ability to maintain complete and accurate records and statistics.
- Ability to effectively express ideas orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to listen and communicate effectively in order to gather, convey or exchange information including giving instructions, assignments or directions to subordinates or assistants.

Education and Experience

- Master's Degree in library science.

Special Requirements

- Must hold or have the ability to attain a current valid Media Coordinator license

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.