

SCHOOL DISTRICT OF ALACHUA COUNTY

TEACHER, MEDIA SPECIALIST

JOB DESCRIPTION

FLSA:	Exempt	BARGAINING UNIT	Yes
		ELIGIBILITY:	
		SALARY SCHEDULE:	Instructional

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution.
- (2) Certified or qualified in accordance with Florida Statutes and State Board Rules.
- (3) Meet Federal High Qualified Guidelines, as applicable

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development, especially characteristics of students in the age group assigned. Ability to select, organize, administer and utilize instructional media, equipment and technology. Ability to integrate the resources and services of the library media program with the ongoing instructional program. Ability to assist students and school personnel in the effective use of media. Knowledge of the prescribed curriculum. Knowledge of current educational research. Knowledge of the Code of Ethics and Principles of Professional Conduct. Basic understanding and knowledge of use of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others. Knowledge of budgeting policies and procedures. Ability to maintain complete and accurate records.

REPORTS TO:

Principal or designee

JOB GOAL

To plan and implement a media program that encourages learning through the use of books and other media and technologies in an educational atmosphere that promotes growth and maturation of students in accordance with district, state, and federal standards.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Identify, select and develop short- and long-range goals and objectives for the media program based on student, faculty, and curriculum needs.
- * (2) Plan with teachers and instructional leaders for the integration of media/information skills into the school program.

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- * (3) Develop schedules and organize resources to allow easy access to information and services.
- * (4) Plan for the acquisition of materials to enhance learning consistent with the needs of students.
- * (5) Develop and implement policies and procedures necessary for the efficient and effective operation of the media center.
- * (6) Administer the media center budget based on program goals and objectives.
- * (7) Coordinate the selection and acquisition process for media resources and equipment; uses approved selection, policies, and procedures.
- * (8) Provide for use of current technologies.
- * (9) Facilitate the use, maintenance, repair, and inventory of all media center materials and equipment.
- * (10) Solicit ongoing feedback from members of the school staff regarding the availability, use and impact of media materials.
- * (11) Establish a system of records that will provide an appropriate database for evaluating the use and distribution of the media collection and supporting materials and equipment.
- * (12) Teach library media skills in collaboration with teachers to support classroom instruction.
- * (13) Provide reference assistance.
- * (14) Plan, prepare, and conduct a variety of learning activities considering students' learning styles and special needs in order to enhance the application of critical, creative and evaluative thinking capabilities of students.
- * (15) Select, develop, modify and/or adapt materials, technology and resources to support learning objectives and address students' learning styles and special needs.
- * (16) Define goals and objectives for unit and daily plans.
- * (17) Identify specific intended learning outcomes which are challenging, meaningful and measurable.
- * (18) Apply principles of learning and effective teaching in instructional delivery.
- * (19) Maintain academic focus by using a variety of motivational techniques.
- * (20) Provide quality work for students which is focused on meaningful, relevant and engaging learning experiences.
- * (21) Sequence content and activities appropriately.
- * (22) Maintain instructional momentum with smooth and efficient transitions from one activity to another.
- * (23) Provide instruction on safety procedures and proper handling of materials and equipment.
- * (24) Assist students in assessing, interpreting and evaluating information from multiple sources.
- * (25) Encourage self-assessment by students and assist them in developing plans for improving their performance, as appropriate.
- * (26) Monitor learning activities and provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
- * (27) Evaluate the effectiveness of instructional units and teaching strategies.
- * (28) Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- * (29) Develop and use ongoing assessments to monitor student progress to verify that learning is occurring to adjust curriculum and instruction.

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- * (30) Administer tests, including standardized tests, in accordance with directions provided, including proctoring and secure handling of materials.
- * (31) Communicate high learning expectations for all students.
- * (32) Foster student responsibility, appropriate social behavior, integrity, appreciation of cultural diversity, and respect for self and others by role modeling and learning activities.
- * (33) Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- * (34) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- * (35) Write or participate in the formation of student IEP or 504 Plans or any other learning plans based on individual student needs.
- * (36) Establish routines and procedures and encourage students to follow them consistently.
- * (37) Establish and maintain appropriate discipline in the educational setting and effective behavior management techniques.
- * (38) Demonstrate positive interpersonal relationships with students, peers, supervisors, and school/community.
- * (39) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
- * (40) Work with other teachers in curriculum development, special activities and sharing ideas and resources.
- * (41) Demonstrate knowledge and understanding of curriculum content.
- * (42) Engage in continuing improvement of professional knowledge and skills including instructional methodology, learning theory, curriculum trends and content.
- * (43) Develop and implement a Professional Development Plan annually in accordance with state and district requirements.
- * (44) Demonstrate punctuality and regular attendance.
- * (45) Assist in enforcement of school rules, administrative regulations and Board policy.
- * (46) Comply with policies, procedures and programs.
- * (47) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- * (48) Establish and maintain a positive, safe and non-threatening learning environment in which students are encouraged to be actively engaged in the learning process.
- * (49) Support school improvement initiatives by active participation in school activities, services and programs.
- * (50) Instruct and supervise the work of volunteers and aides when assigned.
- * (51) Supervise students at all times to ensure a safe and orderly environment.
- * (52) Maintain a clean, attractive and organized learning environment.
- * (53) Maintain accurate and complete records in accordance with District procedures.
- * (54) Maintain confidentiality of student and other professional information.
- * (55) Maintain student grade, attendance, and conduct records in accordance with established procedures.
- * (56) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- (57) Perform other duties as assigned.

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PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 12

Adopted: 7/20/10