



JOB DESCRIPTION

POSITION TITLE: Media Specialist	
REPORTS TO: Principal	SALARY: Treutlen County Salary Scale
FLSA: Exempt	WORK DAYS: 190 Days (less furloughs)
JOB GOAL: Participates as a member of the instructional team, planning with administrators and teachers to identify, select and provide the best resources to meet learner needs. Ensures a unified automated media program, which is effectively managed, instructionally related and accessible to all.	

REQUIREMENTS:

1. Educational Level: Master's Degree or higher
2. Certification/Licensing: Valid Georgia Teaching Certificate as required by Georgia Professional Standards Commission
3. Proficiency Skills: Written and oral communication skills, student management, supervisory and leadership skills. Ability to employ a variety of instructional strategies that connect the curriculum to the learners. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills
4. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

The Board and Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Utilizes state and system-wide test results and local school grade profiles for developing and improving the instructional program for all students assigned to the teacher.
3. Keeps abreast of and informs the principal of current trends and developments concerning
4. Acts in a professional manner and assumes responsibility for the total school program and safety of students.
5. Acts in a professional manner and maintains a professional attitude, following school and system policies in regard to students and records, when interacting with the public.
6. Completes reports, documentation, duties and other assignments in a prompt and professional manner.
7. Incorporates the use of technology into instruction in an appropriate manner.
8. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.
9. Maintains confidentiality of sensitive information and material.
10. Maintains a professional appearance as appropriate for job responsibilities.
11. Assures security and accountability for equipment and supplies.
12. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
13. Assesses and encourages student progress by promoting engagement, monitoring student progress, responding to adequate and inadequate performances and showing support of students in an appropriate manner.
14. Monitors compliance with policies and laws concerning area of responsibility.
15. Recommends building media policies and implementation procedures in line with system policies and procedures
16. Assists teachers in designing and developing instructional materials.

17. Recommends media and technology based on the needs of the instructional program and the individual users.
18. Plans with the instructional staff to integrate media skills instruction with classroom content.
19. Manages and ensures accessibility to media resources and facilities at all times during the school day and school year.
20. Coordinates the acquisition, processing, organization circulation, maintenance and inventory of print materials.
21. Adheres to and assists in monitoring adherence to federal copyright laws and guidelines regarding printed and electronic media.
22. Assists with the design and implementation of Acceptable Use Policies for students and personnel.
23. Plans and implements media budget according to system guidelines and procedures.
24. Maintains a pattern of prompt and regular attendance.
25. Follows chain of command.
26. Performs all other duties as assigned.

Board Approved: 6-08-15

Media Specialist