



MISSISSINEWA COMMUNITY SCHOOLS
Media Specialist

Job Description:

The job of Media Specialist is established for the purpose of maintaining and implementing new library materials according to established procedures and in accordance with curriculum needs and students' recreational needs. The Media Specialist will work as a colleague with classroom teachers to support student learning and growth. The media specialist will promote teacher innovation and reflection.

Responsibilities:

1. Plan and delegate duties for the library assistants
2. Maintains the district library collection, related databases and technology for the district
3. Supervises the purchasing, processing, purging, and inventory of library materials
4. Maintains necessary records and prepares required reports for Superintendent, Assistant Superintendent, and School Board
5. Works with the administration in monitoring and maintaining the district library budget.
6. Creates and maintains a functional and attractive library environment
7. Reviews and selects new library materials according to established procedures and in accordance with curriculum needs and students' recreational needs
8. Assists administrators, teachers, and students by providing library materials for classroom activities and preparing and assembling collections
9. Keeps relevant on professional development related to library topics and issues
10. Support student technology
11. Support staff technology
12. Conduct staff training and PD as necessary
13. Attend various events (meetings, conferences, trainings)
14. Install, maintain, and troubleshoot and assist with building technology needs
15. Communicate with technology director regarding building technology needs
16. Assist in managing inventory of all building technology
17. Correspond as needed with teachers, parents, students, and other stakeholders
18. Perform any other duties deemed necessary by the principal

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)