

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**  
 March 2017

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Elementary Media Specialist	<b>Department:</b> Teaching & Learning
<b>Immediate Supervisor's Position Title:</b> Building Principal	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> D-6-2	<b>Bargaining Unit:</b> NEA - Teacher
<b>Job Summary:</b> The Media Specialist will work cooperatively with staff, students, families, and the community in order to address the educational needs of learners and will implement a program that integrates and embeds 21st century skills through a visionary school library media program. The Media Specialist will maintain a diverse and current media collection (electronic and print) and facilitate student and staff use of the resources in the media center program. The position emphasizes effective integration of instructional technologies with general education curriculum, communication with families, and continual program evaluation and development.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Serve as the media specialist to the building.
<b>Percent of Time:</b>	80%	
<p><b>Tasks involved in fulfilling above duty/responsibility:</b></p> <ul style="list-style-type: none"> <li>• Develop and implement activities that motivate students to read, write, view, speak and listen for intrinsic satisfaction in learning, enrichment and personal pleasure.</li> <li>• Guide students to become critical thinkers, enthusiastic readers, skillful researchers and ethical users of information</li> <li>• Collaborate with other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes and information resources.</li> <li>• Participate in the curriculum development process at both the building and district level to ensure that curricula include the full range of literacy skills (information, media, visual, digital and technological literacy) necessary to meet content standards and to develop lifelong learners.</li> <li>• Provide leadership and expertise in the selection, acquisition, evaluation and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information.</li> <li>• Use effective management principles, including the supervision of personnel, resources, and facilities in developing and implementing program goals and objectives.</li> <li>• Coach teachers in and model design and implementation of technology-enhanced learning experiences emphasizing 21st century skills (i.e., critical thinking, systems thinking, problem identification, formulation and solution, creativity and intellectual curiosity).</li> <li>• Provides direct instruction to K-5 students.</li> <li>• Responsible for maintaining the media center department budget.</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Support the use of instructional technology.
<b>Percent of Time:</b>	15%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Through collaboration with classroom teachers, evaluate, promote and use existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers and provide access to technology resources.</li> <li>• Through professional development activities with classroom teachers, encourage the use of instructional technology to engage students and to improve learning</li> <li>• Lead building technology committee and participate in District Technology Committee in order to contribute to technology planning and support implementation of plans.</li> <li>• Collaborate with the district technology staff to ensure access to equipment and software that support innovative instructional practices.</li> <li>• Follow the PLC process to create SMART goals and take action to improve student and staff access to technology tools and curriculum resources to improve student learning.</li> <li>• Foster problem solving and troubleshooting skills through modeling and instruction as needed to resolve technology issues and promote access to information and tools.</li> </ul>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Perform other comparable duties as assigned.
<b>Percent of Time:</b>	5%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Bachelor's	
High school diploma or GED.		Major field of study or degree emphasis: K-12 Media Specialist licensure required.	
1 year college		2 years college	
3 years college	X	4 years college	
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
2nd year graduate level			
<ul style="list-style-type: none"> <li>• New literacies of online research and comprehension.</li> </ul>			

<b>Doctorate level</b>	<ul style="list-style-type: none"> <li>• Collaboration with teachers in instructional activities that develop 21st century skills.</li> <li>• Demonstrated experience in differentiating instruction and 21<sup>st</sup> century learning skills.</li> <li>• Must be able to effectively communicate, both in verbal and written form, with students, staff, and parents.</li> <li>• Must be able to establish and maintain effective working relationships with a wide variety of groups and individuals.</li> <li>• Must be able to analyze and interpret data and manage resources.</li> <li>• Exemplifies high standards of professional practice and behavior.</li> <li>• Knowledge of teaching principles, practices, techniques and approaches.</li> <li>• Knowledge of child development theories and development stages and needs.</li> <li>• Knowledge of current trends, theories and technologies pertaining to learning and instruction.</li> <li>• Knowledge of assessment procedures and techniques, test construction and evaluation methods.</li> <li>• Knowledge of subject material, concepts and issues related to grade/subject of assignment.</li> <li>• Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).</li> <li>• Knowledge of instructional technologies and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements of the district.</li> </ul>
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**Required Work Experience in Addition to Formal Education/Training:**

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> K-12 Media Specialist licensure required.
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
<b>TOTAL</b>		<b>0</b>

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b> Media Educational Assistant	<b>Total:</b> 1

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl			X	
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Light Work:</b> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:  
Created March 2017**