

**Hernando County School Board
Florida**

FLSA: Exempt, Union

MEDIA SPECIALIST

Required Qualifications:

- Bachelor's Degree
- Florida certification as Media Specialist
- Experience in the selection and use of media materials

Performance Responsibilities:

- Plan, administer and evaluate the media program and policies which are integrated with other programs of the school and district
- Work cooperatively with the principal, media staff and users delegating duties and appropriate authority to the media staff
- Recommend and justify budget requirements for an effective media program
- Participate in the selection of personnel for the media program
- Maintain inventory records of all media center materials
- Establish an environment which provides access to students and teachers to take advantage of the media center throughout the school day
- Organize all library media materials according to a standard library classification system
- Provide guidance in selection, location, utilization and evaluation of materials to meet individual needs and interests
- Provide the entire school population with an opportunity for discovery and exploration of materials and equipment for budget considerations
- Assist teachers in the selection and utilization of media materials to support instructional learning objectives
- Provide teachers with information about new materials and recent media developments in their specific instructional area
- Perform other duties as assigned by the principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the principal and/or designee

Evaluation:

Annual evaluation done by the principal and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Instructional

Job Code:

62030 – Elementary

62031 – Middle School

62032 – High School

Board Approved: 06/06/95

Revised: 01/20/09, 05/17/11