

Section 400 - Personnel
Employees Job Descriptions
Media Specialist

File: 405.17 – R1

The media specialist shall be assigned, supervised, and evaluated by the building principal and the duties shall include, but not limited to, the following:

1. Performing those applicable duties described in the teacher's job description in 405.31 – R1;
2. Evaluating, selecting, and upon the approval of the building principal, requisitioning of new library materials;
3. Assisting teachers in the selection of books and other instructional materials;
4. Informing teachers and other staff members concerning new materials the library has acquired;
5. Maintaining a comprehensive and efficient system for cataloging of all library materials and instructing teachers and students on the use of the system;
6. Organizing an efficient system of distribution and retrieval of materials;
7. Working with teachers in planning those assignments likely to lead to extended use of library/media resources;
8. Promoting appropriate conduct of students when engaging in lessons provided by the media specialist as specified by the building principal and when using library facilities;
9. Helping students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments;
10. Arranging for inter-library loan of materials of interest or use to teachers;
11. Presenting and discussing materials with a class studying a particular topic, upon the request of the teacher;
12. Participating in curriculum meetings;
13. Arranging library-related displays and exhibits used to promote interest in the use of the library;
14. Supervising library aids and assisting them in the performance of their duties.
15. Maintaining consistent attendance for the benefit of the students.
16. Facilitating Medicaid eligibility determination.
17. Assisting with transportation related activities in support of Medicaid covered services.
18. Translation related to Medicaid services.
19. Program planning, policy development, and interagency coordination related to Medicaid services.

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20. Medicaid related training.
21. Referral, coordination and monitoring of Medicaid services
22. Maintaining confidentiality of sensitive information related to staff, students, and parents;
23. Maintaining a cordial and cooperative working relationship with all personnel, students, patrons, and vendors.
24. Performing other duties as assigned.