

**PLYMOUTH COMMUNITY SCHOOL CORPORATION**  
**JOB DESCRIPTION**

**JOB TITLE:** Media Specialist - High School

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**EXEMPT:** Yes

**LOCATION:** High School

**REPORTS TO:** High School Principal

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**JOB GOALS:** Manages school library containing print, audio-visual, computer, and specialized materials for use by students, faculty, and administrative staff. Provides each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

**Administrative Duties:**

1. Provide leadership in all aspects of Plymouth High School's media program.
2. Provide access to the facilities, materials and media center to staff, students, and administration.
3. Maintain an effective working partnership with students, staff and administration.
4. Supervise scheduling and training of adult and student media clerk.
5. Administer budget.
6. Keep records of media expenditures.
7. Give input to the Administration in preparing and implementing the budget.
8. Plan, equip, and maintain a pleasant and attractive media center atmosphere that is also conducive to study.
9. Keep the computerized card catalog current.
10. Inventory all holdings annually.
11. Serve on committees where media center holdings may be of concern.
12. Coordinate Northern Regional Educational Service Center's services to all Plymouth Schools.
13. Process video orders for the school year and summer school.
14. Provide book talks to classes.
15. Provide computer training, if needed, to student library computer users, or staff, if requested.
16. Issue a Media newsletter to keep faculty and students informed concerning items pertaining to the Media Center that might be of interest.
17. Maintain special files-vertical, publisher, dealer, college catalogs, career information, computer software, etc.

**Reference:**

1. Provide assistance to students and teachers in finding answers to specific reference questions.
2. Provide a current reference collection.
3. Prepare bibliographies as needed.
4. Provide A/V catalogs of all PHS Media Center holdings.

**Instructions:**

1. Instruct students and staff in using the Internet and on-line reference materials – Inspire, Encyclopedia and online databases.
2. Provide formal media training for all students when requested by staff.
3. Provide instruction on PHS Media offerings and rules to freshmen students at beginning of each school year.

**Consultation:**

1. Serve as a resource person for committees or councils.
2. Serve as resource person to teachers for classroom planning.

**Selection and Acquisitions:**

1. Select and acquire the best materials available in varying formats and levels of difficulty in cooperation with teachers and students to meet various course objectives.
2. Weed out obsolete and worn-out materials on a regular basis.
3. Maintain both A/V equipment and materials in good working or usable order.
4. Type purchase orders for acquisitions to be charged to the media budget and forward to Administration for approval.
5. Maintain inventory of all A/V equipment and keep repair history.
6. Maintain a supply inventory for A/V equipment requiring such.

**Cataloging:**

1. See that cataloging and classification of all media purchases are done according to professional standards.

**Circulation:**

1. Assign bar-code numbers to all new acquisitions, faculty members and students, and enter the information into the computer.
2. Provide inter-library loans for students and staff at all Plymouth Schools.
3. Supervise circulation records, both equipment and media materials.
4. Provide on-going reading motivation.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises student assistants and media clerks. Carries out supervisory responsibilities in accordance with the school's policies and applicable laws pertaining to students. Responsibilities include interviewing and training student assistants and media clerks; planning, assigning, and directing work; appraising performance; rewarding and recommending discipline; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATION:**

Certification by the State of Indiana in teaching area(s), including Library Services.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students or faculty. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to principal and assistant principal, faculty, students, public groups, and/or members of the school board.

**MATHEMATICAL SKILL:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:**

The ability to keyboard accurately at 30 words per minute and operate available media computer software.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds and lift and/or move up to 10 pounds frequently. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**TERMS OF EMPLOYMENT:**

Salary and work year to be according to current schedule.

**EVALUATION:**

Evaluation is described in the staff appraisal document.

*Revised 5/9/06*