



DISTRICT MEDIA SPECIALIST - TOSA

Position Summary

Provide leadership and professional development on the use of media resources for students, teachers, and staff in support of teaching and learning throughout the district. Develop and manage media resources in support of the instructional program. The district librarian guides and supports school library programs and staff.

Supervisory Relationship

This position reports to the Curriculum Administrator in the Department of Teaching and Learning

Essential Functions

1. Maintain current licenses and/or certificates required for the position
2. Utilize the District's electronic systems and applications related to the job.
3. Provide instruction in digital citizenship, digital literacy, and critical thinking in the use of educational technology for staff and students.
4. Design and lead professional development for district staff to support the curricular integration of library resources and information and digital literacies, promote reading engagement, and foster instructional collaboration.
5. Provide instruction to students, teachers and media assistants the skills necessary to become independent users of media resources.
6. Collaborate with District stakeholders to establish a vision for media services that aligns with district goals and national standards.
7. Provide professional development and training for school library staff to support standards-based instruction and facilitation of library operations and procedures.
8. Assist with the management and use of media resources appropriate to the instructional needs of staff and students throughout the district.
9. Assist with the provision of print resources, digital resources, software, and equipment which aid in the learning process and support the instructional program.
10. Monitor media resources so that they are responsive to the needs of students based on the language and culture of student populations.
11. Update and use procedures for evaluation, selection, and use of media resources.
12. Work cooperatively with other District staff to share resources and best practices.
13. Prepare the media resources budget which is aligned to established district goals
14. Maintain fiscal records
15. Supervise the compilation of data and inventory.
16. Prepare and submit necessary reports including compliance with appropriate standards.
17. Catalog new titles in (French, Spanish, Japanese, Chinese) Destiny, using national standards; Destiny record management and application administration.
18. Performs other duties as assigned.

Required Knowledge, Skills and Abilities

1. The ability to follow oral and written instructions
2. The ability to effectively work and communicate with students, parents, and school personnel from diverse cultures and/or backgrounds
3. The ability to work harmoniously with others
4. Proficient oral and written communication skills in English
5. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
6. The ability to learn new automated systems as they are brought online by the District
7. Recent experience integrating technology into classroom instruction
8. Demonstrated command of multimedia resources in the field of education and practices related to standards-based instruction, online learning, academic research, and digital citizenship
9. Maintain integrity of confidential information relating to students, staff, or district patrons
10. Demonstrated understanding and experience with Common Core State Standards and instructional practices as they relate to multimedia resources

Minimum Qualifications

Education

- Bachelor's degree from an accredited institution.
- Valid Oregon teacher's license.

Work Environment

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
Employee Unit	Eugene Education Association
Pay Grade	Licensed Salary Schedule
Approved by	Karen M. Hardin, Director of Human Resources
Last revised	September 11, 2019

Employee Statement

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (Print)

Date

Employee Signature

Date

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