



Media Specialist

BASIC FUNCTION

Serves as a teacher, assigned to the School Media Center and is responsible for providing instruction in the use of the Media Center and related research activities. This includes helping students choose from the media center's collection of print, audiovisual, and computer materials which are related to their interests and to the subjects which they study in the classroom. As part of a teaching assignment, the Media Center Specialist facilitates and coordinates all aspects of the Media Center Program and works with the staff in support of the school curriculum. (These responsibilities will vary according to size of the school, its physical plant and its program organization).

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assumes responsibility for providing instruction in cooperation with teachers in the use of the library media center and its resources with individual students and groups.
- Develops a climate that encourages students and staff to take full advantage of the media center and its resources.
- Helps students to develop study habits, acquire independence in learning and to gain skill in the techniques of inquiry and critical evaluation.
- Assists students in developing competencies in listening, viewing, speaking and reading.
- Works cooperatively with the administration, faculty and students in reviewing, selecting, ordering and maintaining a variety of appropriate instructional materials and equipment.
- Works with teachers in planning and implementing the building's curriculum.
- Serves on teaching teams as a media resource consultant.
- Shares appropriate information with staff concerning student progress, problems and achievements as observed in the media center.
- Provides staff in-service training necessary for effective use of media resources, equipment and the Media Center.
- Consults with teachers, students and technicians in the organization and production of supplementary learning materials.
- Prepares bibliographies as requested to supplement special courses of study, to stimulate public interest and to acquaint the staff with new acquisitions.
- Provides professional leadership in the establishment and conduct of the media center program in the school.
- Maintains, allocates and expands all funds assigned and/or available to the media center for the purchase of print, audiovisual and computer materials, equipment and supplies.
- Develops, implements and supervises technical processes for the acquisition, organization, maintenance, retrieval and inventory of media center materials and equipment.
- Maintains appropriate records and supervises the preparation of operational reports as required by the District.

- Provides instruction for all paid and volunteer media center personnel as needed.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

EDUCATION AND EXPERIENCE

Education: Bachelors' degree required.

Experience: Experience in classroom teaching and working with youth from various social, economic and racial backgrounds is desirable.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

KNOWLEDGE AND ABILITIES

- Meets current certification requirements as set forth in Oregon Rules for Certification of Teacher, Specialist, and Administrators.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt
Bargaining Unit: PAT
Salary Grade: Per Contract
Job Code: 1600

Approval Date: 08/15/07

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status;

economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.