

Media Specialist/Teacher Librarian

Reports to: Coordinator of Digital Learning/Media Services Classification: Contracted

Date: February 2008

Job Summary

Partners with educators, families and communities to provide effective learning environments for all students. Helps ensure success for all learners. Collaborates with others to integrate and support media initiatives with Agency initiatives. Provides information, leadership, training and assistance in utilizing current research and methods in the areas of technology, library services, information resources, learning and teaching. Selects and provides resources and technologies needed to integrate and produce authentic learning experiences.

Qualifications

1. Master's degree in library science or related area.
2. Iowa teaching license with K-12 School Teacher Librarian endorsement.
3. Two years of experience in a school setting.

Essential Functions

1. Supports total school/community efforts to create a positive learning environment for students/children.
2. Serves as liaison among AEA, district building(s), families and community and collaborates with various teams to assure positive outcomes for all learners.
3. Models, implements and assesses strategies related to learning, social, emotional and behavioral needs to enhance educational programming for all learners.
4. Provides ongoing support to educational staff related to applicable rules and laws.
5. Integrates research into the design of best practices.
6. Consults with teachers and administrators regarding best practices for classroom and building educational programs.
7. Follows policies, procedures, standards and rules in accordance with national and state laws, the Iowa Dept of Education and GWAEA, which includes, but is not limited to, developing and maintaining proper and adequate records and documentation.
8. Provides leadership, information and training to schools in the areas of instructional media and technology organization and program development.
9. Provides leadership, information and training on the effective integration of instructional media and technologies.
10. Provides information services which include educational or education-related research and information retrieval.
11. Researches and disseminates information on best practices in the areas of instructional media and technologies.
12. Selects learning resources for the Agency collections and appropriate technology resources for classroom use.
13. Provides leadership, training, consultation and assistance in practices, strategies and content related to emerging media and technology.

Additional Responsibilities

1. Participates in projects, committees or activities to support the Agency's mission, goals and priorities.
2. Demonstrates self-discipline and initiative to produce high-quality, organized and dependable results.
3. Conveys a positive and professional image to staff and public.
4. Handles information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPAA, etc).

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5. Pursues professional growth opportunities and relationships to keep current with and influence educational directions.
6. Promotes and coordinates partnerships with other agencies and organizations with common goals.
7. Assists with project planning and implementation involving other areas or disciplines.
8. Collaborates with others to support media center activities and projects.
9. Performs such other duties as may be assigned.

Knowledge, Skills and Abilities

1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member and work collaboratively with others and independently as appropriate.
3. Ability and willingness to be flexible and respond to the changing needs of clients and the Agency.
4. Ability to integrate educational theory, research and expertise into appropriate practices for local contexts, in a service style that facilitates positive change and continuous improvement.
5. Effective presentation and group facilitation skills.
6. Ability to use data to make educationally sound decisions.
7. Knowledge of best practices in curriculum, instruction and assessment.
8. Knowledge of applicable rules and laws that govern educational decisions.
9. Ability to read and interpret documents, write reports and correspondence, and apply appropriate mathematical concepts.
10. Ability to use and integrate technology appropriately in daily work which includes, but is not limited to, efficient operation of telephone and voice mail systems and application of basic computer skills to effectively use e-mail, internet and word processing.
11. Collaborative problem-solving skills.

Physical Requirements

1. Ability to travel between schools/sites served.
2. Normal, routine levels of activity related to bending, carrying, climbing, hearing, lifting, reaching, sitting, standing, vision and walking, and may also involve above-average levels of activity at times that can't always be anticipated.

EOE/M-F-H-V