

Job Description

Job Title: Lead Media Specialist
Position Code: 7E30, GE30
Job Classification: Exempt

Supervisor: Principal
Pay Grade: 35L, 37L, 38L, 39L
Contract Length: 202 Days

Job Summary

Position is responsible under the direction of the Supervisor of Library Media Services for assisting with the development and mentoring of assigned Media Specialists. Position provides staff development; serves as the liaison between the department and administrators, and provides all students with an enriched library environment containing a wide variety of materials that will invite intellectual growth and research and to aid all students in acquiring the skills needed to take full advantage of media center resources.

Essential Duties

In addition to performing the responsibilities of the building, the lead media specialist will be responsible for the additional essential duties.

1. Operates and supervises assigned media center.
2. Meets regularly with the library supervisor for planning purposes.
3. Plans, prepares, and evaluates professional development initiatives for media specialists.
4. Serves as a mentor of their assigned vertical cohort to include site visits with new media specialists.
5. Mentorship duties will include providing guidance and professional development of innovative instructional practices and alignment to the SOL and AASL Standards.
6. Provides guidance on the successful use of the library management system.
7. Provides guidance and mentoring to additional building media specialist.
8. Shares current research in the library field with fellow media specialists.
9. Works with library staff to analyze collection data.
10. Serves as an active member of the building leadership team.
11. Models non-discriminatory practices in all activities.
12. Serves as an advocate to promote a positive vision and learning environment for the media center.
13. Partner with building Instructional Technology Coach to promote the ethical use of digital literacy.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Participates in various student and parent activities that occur in school including PTA, student clubs and after-school activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

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

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's or Master's degree in education or a related field and meet the Virginia Department of Education licensure eligibility requirements for a Media Specialist. Must have at least 3 years of successful teaching. Must be eligible for, or in possession of an appropriate Virginia license. Must possess the ability to

communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

Working Conditions and Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer, to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and reach overhead.

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. Duties are normally performed in a school/classroom.

Supervision Exercised: Assigned Staff

Supervision Received: Principal and Supervisor of Library Media Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Lead Media Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Principal, Supervisor of Library Media Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

04/2023 CR