



Job Title: **Media Specialist**

Department: **School**

Supervisor: **Principal**

Lane Placement: **Licensed Salary Schedule 186**

Schedule: **186 contract** Evaluation Group: **CTESS Media Spec.**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Media Specialist is responsible for assisting with the development and implementation of media goals, strategies, evaluation materials, other support materials, and appropriate in-service programs as needed.

ESSENTIAL FUNCTIONS

- Assist in the interpretation and dissemination of inform to the community regarding media programs and activities as assigned.
- Assist as assigned in the planning and implementation of in-service and staff development programs for the media assistants and train assistants and volunteers to process, display and inventory materials.
- Provide assistance to local schools to ensure appropriate organization of the media center and the proper use of time, media service, materials and equipment.
- Assist in the selection and procurement of materials and supplies that support the instructional media program in the local schools and facilitate the use of appropriate circulation procedures.
- Keep abreast of trends and developments in media education, including programs, curriculum and instruction, assist in determining media program needs in the district, and develop appropriate media programs as assigned.
- Assist in monitoring and assessing program effectiveness.
- Assist in the management of the reproduction of printed materials.
- Assist as assigned in coordinating with the Utah State Office of Education.
- Assist in the development, implementation and evaluation of short and long-range planning.
- Implement short and long-range planning procedures, management systems and accountability procedures as assigned.
- Keep current professionally, to represent the district at local and State meetings and to participate in appropriate professional organizations as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a Bachelor's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah within the relevant "License Area of Concentration" and, if applicable, "Endorsement".

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- While performing the duties of this job, the teacher is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The teacher is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Teachers in P.E., CTE, Theatre and/or Art may be required to frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/10/2020