

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Specialist/manager Instructional Media Services

GENERAL DESCRIPTION

The essential function of the position within the organization is to organize, manage, maintain and promote the use of all library resources. The position is responsible for managing the library and its collections; circulating materials; providing research, reference and technical assistance to students and teachers; coordinating or assisting with special activities and events, and performing related tasks as assigned. The position works independently, reporting major activities through periodic meetings.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Directs the daily library activities and operations.

Assists students and teachers in selecting appropriate reading materials and information sources and in locating needed information for research/classroom projects.

Assists students (individually and in small or large groups) in the use of reference materials and in the development of research skills.

Assist students and others in the operation of computers and basic audio-visual equipment when needed.

Prepares and distributes overdue notices; receives and receipts payments for overdue, lost or damaged materials; prepares related financial reports.

Performs general library duties, including receiving and processing new materials, cataloging, checking materials in and out, shelving materials and straightening shelves, weeding materials, mending books.

Monitors and manages the behavior of students while in the library.

Maintains library equipment and software.

Conducts inventory of library books at the end of the year.

Coordinates special programs, services and events as required; promotes reading programs and incentives to enhance students' interest in reading and help them to increase reading efficiency.

Prepares attractive displays promoting certain books, genres or special events.

Receives and responds to inquiries, requests for assistance and complaints in areas of responsibility.

Performs general clerical duties as required, including entering and retrieving computer data, preparing reports, copying and filing documents, answering the telephone, scanning documents, laminating documents.

Attends training, seminars and workshops to maintain and enhance job knowledge and skills.

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Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Copies, transcribes, enters or posts data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Provides assistance to others in achieving task completion.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility for quantities of moderate to high cost items or supplies.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication and division; may compute ratios, rates and percentages.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs routine work involving set procedures and rules, with occasional problem solving; requires normal attention and periods of concentration for accurate results or occasional exposure to low to moderate pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property,

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exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

"Education Requirements" refers to job specific training and education required for entry into the position.

Requires a Bachelor's degree.
Master's degree Preferred.

Licenses Certifications Registrations Required:

"Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

The ability to obtain certification in CPR and First Aid is preferred.

Experience Requirements:

"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Three to five years of experience in media services or a related field is preferred.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

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AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking, exerting up to 50 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Building Administrator

Supervises:

No supervisory duties

PAY GRADE: From: IB000 To: IP026

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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Board Approved 3/18/2016