

## Part Time Media Specialist Job Description

**GOAL** It is the basic objective of Media Specialist to provide accessible tools for students and staff to direct, enhance, and support the learning process. Knowledge of curricular areas is essential in order to serve the interdisciplinary needs of the learning community. It is the goal of the Media Specialist to work in a flexible environment, collaborating with staff, teaching skills to students and staff, and maintaining the holdings of the Media Center.

### REQUIRED QUALIFICATIONS:

- Minimum of a Bachelor's degree from an accredited institution.
- Experience with multiple forms of instructional technology

### DESIRED QUALIFICATIONS:

- Valid MS Educator's Certificate in Educational Media Specialist
- Post-graduate degree in library and information science or educational media from an accredited institution
- Experience in a like position
- Successful classroom teaching experience 4. Experience with staff development or training of adults

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to demonstrate effective interpersonal relationships with students, staff, and parents.
- Ability to organize, catalogue, display, distribute and produce instructional materials.
- Ability to select and provide access to a wide variety of materials which meet the needs of various learning situations.
- Knowledge and ability to teach information and technology literacy needed for independent learning.
- Ability to provide an environment conducive to quick accessibility, good study habits, and development of proficient media users.
- Knowledge and ability to work with technology and assist integration in the classroom.
- Assist in student production studio with students, faculty, and staff.