

JOB DESCRIPTION

POSITION TITLE: Supply Media Specialist	JOB CODE: SUP1, SUP8
DIVISION: Leadership	SALARY SCHEDULE: Supply Teacher Rate of Pay
DEPARTMENT: Leadership	WORK DAYS: N/A
REPORTS TO: Principal	PAY GRADE: N/A
FLSA: Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Serves in the capacity of a substitute teacher in the absence of the media specialist.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required; Master Degree preferred
2.	Certification/License Required: None; Georgia Library Media Specialist Certification preferred
3.	Experience: 1 year experience in a media center or classroom preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, student management, basic technology skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides leadership and plans collaboratively for the use of information resources and needs.
3.	Administers and maintains a center and program that foster a positive learning environment.
4.	Ensures effective organization and accessibility of the center and resources.
5.	Provides leadership and supervision for staff and students, including clerical, professional and technical; may include student aides or parent volunteers.
6.	Plans collaboratively with teachers to integrate literature, resources and information literacy skills into the curriculum.
7.	Develops and provides instructional opportunities with information technologies for staff and students.
8.	Complies with copyright laws.
9.	Maintains and submits required records.
10.	Collaborates with teachers and students in materials production.
11.	Performs other duties as assigned by appropriate administrator and designated media staff.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____