

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE 7/10/96  
 LAST REVISION DATE \_\_\_\_\_  
 BAND & GRADE Job Level 13

POSITION TITLE BUILDING MEDIA SPECIALIST

IMMEDIATE SUPERVISOR \_\_\_\_\_

Job Summary (Basic Purpose of Position)

As the center of all curriculum functions, the school media center helps all students access the world of books and other media. It is also the center of activity with respect to students and staff accessing instructional technology which impacts learning in every area of the curriculum.

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 SUPERVISOR                      EMPLOYEE

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					EVIDENCE EXISTS THAT:
1.00 MAINTAIN MEDIA COLLECTION  1.01 Prepare orders for new materials.  1.02 Inventory collection using appropriate software.  1.03 Process print and non-print media. 1.04 Monitor communications with staff. 1.05 Teach media skills to students and staff. 1.06 Create and maintain necessary back-up. 1.07 Maintain proper records. 1.08 Maintain an orderly and accessible facility. 1.09 Maintain budget. 1.10 Build love for reading in all students. 1.11 Purchase materials that support the district outcomes. 1.12 Alert administration to inappropriate or outdated materials. 1.13 Promote an atmosphere of research and inquiry.				<u>KNOWLEDGE</u> Computer software Technology trends School policies Childrens books and non-print media How books are catalogued  <u>SKILLS</u> Operate equipment Work collaboratively with others Keyboarding Word processing Presentation skills  <u>ABILITY</u> Communicate verbally and non-verbally Maintain hardware Maintain software Help teachers with technology needs Design and deliver technology training	1.01 Orders were prepared correctly and in a timely manner. 1.02 Inventory was completed using appropriate software. 1.03 Print and non-print media were processed. 1.04 Appropriate communication occurred. 1.05 Students and staff were taught media skills. 1.06 Back-up was created and maintained. 1.07 Proper records were kept. 1.08 Facility was maintained properly.  1.09 All budget procedures were followed. 1.10 Students were taught to love reading. 1.11 Appropriate materials were purchased.  1.12 Outdated materials were taken out of the media collection. 1.13 The media center focussed on research and inquiry.

RECORDED ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					EVIDENCE EXISTS THAT:
2.00 <b>MANAGE THE BUILDING TECHNOLOGY FUNCTION</b>  2.01 Maintain building inventory. 2.02 Send hardware for repairs.  2.03 Troubleshoot software, equipment and system problems. 2.04 Keep equipment updated with current software. 2.05 Facilitate scheduling of hardware and software. 2.06 Demonstrate proper use of current technology. 2.07 Assist staff in the production of instruc- tional materials. 2.08 Provide guidance in student production of multi-media materials. 2.09 Manage the building technology network. 2.10 Research technology developments and advise on purchases. 2.11 Monitor copyright compliance. 2.12 Access and download Internet.  2.13 Assist student and staff with word processing, data bases, spread sheets and graphics. 2.14 Assist staff in use of computer for E-mail and parent reporting. 2.15 Lead the building technology committee.  2.16 Communicate with district technology staff. 2.17 Develop a technology plan for the building in cooperation with other staff. 2.18 Maintain a catalog of current software. 2.19 Implement security on all media.				Create and maintain database records Plan for integration of media and curriculum	2.01 Inventory was maintained. 2.02 Equipment was sent for repairs in a timely manner. 2.03 Software equipment and systems were properly maintained. 2.04 Software was updated within budget require- ments. 2.05 All scheduling was done in a timely and appropriate manner. 2.06 Media generalist demonstrates the proper use of current technology. 2.07 Staff were assisted appropriately.  2.08 Help was provided to students in the produc- tion on multi-media materials. 2.09 The building network was properly maintained. 2.10 The administration was advised about current technology developments and purchases. 2.11 Copyright compliance was monitored. 2.12 Students and staff were able to access and download the Internet. 2.13 Students and staff recieved appropriate and timely assistance.  2.14 All staff were trained in the use of E-mail. 2.15 The building technology committee functioned according to plan. 2.16 Appropriate communication took place.  2.17 A plan was developed with staff input. 2.18 A catalog of current software was maintained. 2.19 A security plan was implemented.

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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					EVIDENCE EXISTS THAT:
3.00 PROVIDE INSTRUCTIONAL ASSISTANCE					
3.01 Assist classes or small groups with media skills and other technology related work.					3.01 Students were assisted in an appropriate manner.
3.02 Attend meetings and provide staff with best current practice.					3.02 Meetings were attended and the results were shared with staff.
3.03 Schedule media center for best instructional function.					3.03 Media center was scheduled properly.
3.04 Assist learners in the use of electronic and print resources.					3.04 Students were assisted in the world of electronic and print media.
3.05 Provide staff development activities for staff.					3.05 Staff were provided an in-service on topics of need.
3.06 Prepare and disseminate media center information to staff.					3.06 Information was prepared and disseminated in a timely fashion.
3.07 Integrate technology into the K-12 learner outcomes.					3.07 Technology was integrated into the K-12 Learner Outcomes.
3.08 Help set priorities for staff development activities.					3.08 The media generalist helped set priorities for staff development.
4.00 OTHER DUTIES					
4.01 Manage other media staff including volunteers.					4.01 All auxiliary staff were properly managed.
4.02 Manage student behavior in the media center.					4.02 Code of behavior was properly interpreted and implemented.
4.03 Build strong positive relationships with parents, students and staff.					4.03 Efforts were made to build relationships with all customers.
4.04 Complete district reports.					4.04 All district reports were completed accurately and on time.
4.05 Participate in grant writing efforts for building and district.					4.05 Efforts were made to obtain building grants.
4.06 Perform other duties as assigned.					4.06 Office duties were performed as assigned.