

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Media Specialist*
WORK YEAR: *180-Day*

JOB DESCRIPTION: Under the direction of the site administrator to monitor, coordinate library/media/computer technology and systems at the site level. This job class requires continual student, staff and public contact. Persons employed as a Media Specialist must demonstrate a desirable example of professional appearance and presence; also must work positively and cooperatively; and must demonstrate qualities of initiative, dependability and resourcefulness.

ESSENTIAL JOB TASKS:

1. Assist students and staff with media use
2. Repair, maintain, develop and monitor media inventory.
3. Manage, coordinate and assist in the use of multi-media material, equipment, facilities and schedules.
4. Manage department budget.
5. Market media system as user-friendly.
6. Supervise and collect student attendance (grades 7-12 only).
7. Manage, maintain and update media systems and/or labs.
8. Work with staff to develop and coordinate media systems with curriculum.
9. Assist in the evaluation of students.
10. Perform other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of:
 - * School/District rules and regulations.
 - * Students rights and responsibilities.
 - * Laws, regulations and terminology relating to inventory, bookkeeping and student attendance.
 - * Microcomputers and applications; use, installation, trouble shooting, data base, word processing; networks, software, library systems.
 - * Inventory practices and procedures.
 - * Research skills, instructional skills (presentations, classroom management).
2. **Ability to:**
 - * Maintain cooperative and harmonious relationships with the public, administration and site staff.

- * Follow oral and written directions.
- * Communicate and relate with others in an effective and sensitive manner, both orally and in writing.
- * Read, write and speak correct English.
- * Initiate good conceptual ideas with practical applications.
- * Display strong analytical skills.
- * Display great flexibility to a constantly changing environment.
- * Work independently.
- * Type a minimum of 45 words per minute.

3. High School diploma or equivalent.
4. Recent experience, with at least one year of responsible experience within the school system environment.
5. Extensive technical/media knowledge.
6. Valid California Driver's License with proof of insurance.

Possible training needs: Basic Infinite Campus, CC Mail, network essentials, laws, terminology of inventory, bookkeeping, and student attendance, basic library systems (i.e. Athena or Dynix), PC troubleshooting, research skills, presentation software, software (site specific), leadership.

SALARY: **Placement on the CSEA Salary Schedule, Range F**

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 11/16/2010