

# Franklin County Community School Corporation

<b>Job Title</b>	<b>Library and Digital Media Specialist – High School</b>
<b>Position Type</b>	<input checked="" type="checkbox"/> full time <input checked="" type="checkbox"/> certified <input type="checkbox"/> 180 days <input type="checkbox"/> 220 days <input type="checkbox"/> part time <input type="checkbox"/> non-certified <input checked="" type="checkbox"/> 185 days <input type="checkbox"/> 230 days <input type="checkbox"/> 190 days <input type="checkbox"/> 12 months <input type="checkbox"/> 195 days <input type="checkbox"/> as needed <input type="checkbox"/> 210 days

**Job Purpose:** The Audio Visual Specialist is charged with the responsibility for the coordination and improvement of instructional media services and facilities required to effectively meet the varied and diverse instructional needs of high school students, and staff.

**Duties:**

1. Demonstrate knowledge of current trends in library practice and information technology.
2. Train, supervise, and schedule support staff, student assistants, and volunteers.
3. Provide flexible scheduling of facilities.
4. Establish policies and procedures regarding all aspects of the school media center.
5. Formulate policies and procedures for circulating materials and equipment.
6. Administer media center budget.
7. Establish cataloging and classification standards.
8. Supply necessary reports to administration and state agencies.
9. Evaluate and select materials and equipment.
10. Maintain AV equipment.
11. Provide staff development related to the integration of information technology and the use of information literacy.
12. Provide for media center orientation for grades 9-12.
13. Provide reference services to students and staff.
14. Provide special reading incentive programs.
15. Work cooperatively with teachers in providing students opportunities for independent research.
16. Provide reading, listening and viewing guidance.
17. Participate in ongoing curriculum development.
18. Attend seminars, conferences, coop meetings, and participate in professional organizations.
19. Make effective use of the physical space, creating an environment conducive to learning.
20. Collaborate with teachers in the design and delivery of instructional units and lessons.
21. Contribute to a positive school culture.
22. Provide support to both students and staff in the implementation of a digital curriculum.
23. Help troubleshoot instructional devices and programs (i.e. digital tablets, Curriculum Loft).
24. Other duties as assigned by the Building Principal.

**Skills/Qualifications:**

Indiana license in Library Media, School Media Services, Library Services, or School Library and Audio Visual Services.  
 Demonstrate competency in digital technology, and other audio-visual media.

<b>Evaluated by</b>	<b>Building Principal</b>
	<b>The employee shall be evaluated annually.</b>