

The Howard County Public School System

Job Analysis

JOB TITLE: Media Specialist, Elementary School

DOT/O*NET Code: 100.167-030/25-4021.00

POSITION INFORMATION

Summary of Duties: The Media Specialist at the elementary school level provides a library media program for students. The Media Specialist teaches classes, and assists staff in identifying and gathering reference materials related to subject matter in the curriculum, encourages and facilitates the use of technology throughout the school. He or she serves on special committees on a volunteer basis, and participates in all required in-service training programs. This is a 10-month position.

Essential Job Functions:

- Provide an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of children.
- Provide instruction for students in the media center.
- Develop and teach literature appreciation, information literacy skills, use of online resources and the Internet, and other skills needed for the use of the library media center and technology.
- Differentiate library media instructional materials based on the needs of the students.
- Serve as technology liaison, perform basic troubleshooting on school computers and make minor repairs to technology equipment, report more complex problems for service.
- Provide classroom assistance with the use of media center equipment.
- Schedule and track the use of equipment on calendars/computer.
- Check books in and out.
- Assist students in selecting and using books, reference materials, and other resource materials.
- Request materials through interlibrary loan.
- Assist students and staff with technology use.
- Monitor technology use by students.
- Provide professional development to staff on the use of new software, online resources, and equipment.
- Maintain inventory of school library media collection, computer equipment, and technology equipment.
- Weed designated percentage of books from the collection each year.
- Maintain electronic Public Access Catalog files.
- May be required to maintain a media center/resource web page, or school website.
- Identify, gather, and provide staff with materials related to classroom topics.
- Plan and teach collaborative units with classroom staff.
- Develop lists of new materials to order for the media center.

- Decorate media center walls and shelves with appropriate materials.
- Provide guidance and supervision of student helpers and parent volunteers.
- Provide report card grades for student.
- Manage various financial accounts.
- Serve on special committees and fulfill responsibilities of a committee member.
- Attend planning meetings, staff meetings, and other meetings of groups according to membership in those groups.
- Attend in-service trainings and county workshops.
- Maintain regular, on time, attendance.
- Knowledge of emergency plans for the school, such as lockdown procedures.
- Participate in fire drills, as required.
- May participate in student teacher/intern program.

Machinery, Tools, Equipment, Work Aids Used:

- Overhead projectors
- LCD projectors
- Document cameras
- Flip cameras
- Video cameras
- Digital cameras
- Screens
- Computers; software
- Computer labs
- Mobile labs containing laptop computers
- Printers
- Scanners
- Televisions
- Video cassette recorders, Cassettes
- Audio tape players; tapes
- DVD players; DVDs
- CD players; CDs
- Carts for moving heavy technology equipment
- Earphones/headsets
- Speakers
- Scantron Machine
- Microphone
- Telephone
- Posters
- Laminator
- Poster Maker
- Die Cut Machine
- Chalkboard; chalk
- Dry erase board; dry erase markers
- Bulletin boards
- Pointer
- Photocopier

- Book shelves; book ends
- Step stool
- Date stamp; school stamp
- Scissors, tape, glue, paper, pens, pencils, crayons, markers, staplers, rulers
- Paper cutter
- Hole punch
- Paper; Writing implements
- Tape, adhesive, thumb tacks
- Storage containers
- Tables and chairs
- Some elementary schools may be equipped with a broadcast studio.

Products/Materials Handled:

- Books; boxes of books
- Audiovisual materials
- Newspapers, magazines
- All items listed under machinery, tools, equipment, work aids used

EDUCATIONAL/VOCATIONAL PREPARATION

- Master's Degree in Library Science

REQUIRED CERTIFICATES/LICENSES

- Current Maryland State Teaching Certification
- Fulfill requirements to maintain certification

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of school library publications and general resources available to maintain an up-to-date media center.
- Knowledge of subjects in the curriculum.
- Knowledge of principles and methods for curriculum design and presentation.
- Knowledge of computers and software.
- Knowledge of technology equipment.
- Understanding of differences in ability and differences in learning styles.
- Skill in conveying information effectively to different ability levels and learning styles.
- Skill in developing or selecting and using instructional methods and materials.
- Ability to use logic and reasoning to appropriately handle problems that arise.
- Ability to communicate effectively both orally and in writing, to students, parents, and staff members.
- Ability to effectively manage classes in the media center.
- Ability to maintain a positive attitude and calm manner.
- Ability to remain flexible with changes in routine or plans.

JOB SITE ENVIRONMENT

Work Site

- Inside: 98%
- Outside: 2%

Temperature Factors

- Exposed to weather conditions when outside of the school building.

Noise Factors

- Occasional noise from large groups of students, bells, or alarm systems.

Vibrations

- N/A

Air Quality Factors

- May be exposed to fumes from laminating machine.

Working Surface

- Flat, tile or carpeted floors
- Stairs
- Ground, cement and paved surfaces outside

PHYSICAL REQUIREMENTS – Media Specialist – Elementary School

Non-Material Handling:							
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
N	R	I	O	F	C	<i>Description of Requirements at one time and throughout the workday</i>	
				X			May be needed while working with a student or for reaching a low cabinet or shelf. Alternatives include squatting, kneeling, sitting on a stool.
		X					May be needed while working with a student or for reaching a low cabinet or shelf. Alternatives include bending, or kneeling.
			X				May be used while working with a student or for reaching a low cabinet or shelf.
	X						Not usually needed.
				X			Needed for walking amongst active children or at an outdoor special event.
				X			May be momentarily needed, repeatedly at times while teaching, taking inventory; or putting up or removing wall hangings (rarely).
			X				Sitting is usually limited to brief periods during the day and prolonged for team meetings and planning (30 minutes or longer).
					X		Usually combined with moving about (alternating with walking) for sustained periods for most of the day (90%).
					X		Usually needed intermittently for frequent brief periods and less frequently longer walks throughout the day.
	X						Not needed except perhaps during an emergency.
				X			May be frequent at times but varies with each day.
					X		Needed constantly for clerical tasks and instructional activities (may include: handwriting, handling material, operating education equipment, use of the telephone, keyboard, operating office tools and equipment); manipulating small and medium size objects.
					X		Hand and arm movements needed throughout the day. Needed for operating equipment (such as copier, scanner, document camera)
	X						Usually not needed.
			X				May be needed at some locations.
		X					Not usually needed but may be used on approved step stool while installing or removing wall hangings or for special events decorating.
		X					May be required to attend occasional meetings or if assigned to more than one school.

Material Handling:							
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
Repetitions per day		1-10	<25	<100	100-500	500+ per day	
N	R	I	O	F	C	In pounds	
		<30	20	--	--	--	May need to handle boxes of books several times a year. Alternatives are usually available for help or to lighten the load.
		<20	15	10	5	--	
		<20	--	10	5	--	Needed to shelve books or equipment (laptop computer) and supplies.
		<10	5	3	--	--	
		<30	20	--	--	--	Needed to move laptop cart and carts stacked with teaching supplies, student work, equipment (i.e. projector, laptops, document camera).
		<30	10	--	--	--	
		<30	--	10	--	--	A cart is usually available to move objects.

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Nancy Forest, MA, CRC, CCM, CDMS, CLCP
Printed Name

Signature

Senior Rehabilitation Case Manager
Title

First Rehabilitation Resources, Inc.
Company

Date

Michael Caruso, PT, OCS, FAAOMPT
Printed Name

Signature

Industrial Physical Therapist
Title

Occupational Rehabilitation Associates
Company

Date