

District Media Specialist

JobID: 6480

Position Type:

K-12 Certified/District Media Specialist

[Email To A Friend](#)

[Print Version](#)

Date Posted:

5/9/2024

Location:

Administration Office

Closing Date:

05/16/2024



Excellence & Equity in Education

Position: District Media Specialist (REPOST)
Effective 2024-2025 School Year

Position Description: The District Media Specialist plays an important role in enhancing the educational experience for Kentwood Public Schools students by collaboratively working with staff, students, families, and the community to fulfill the educational needs through a forward-thinking library media program. The person in this position will lead and collaborate with all media clerks across the school district and provide leadership in administering the district's school libraries. This role involves curating a diverse and up-to-date media collection (inclusive of electronic and print materials), facilitating access to these resources, and integrating instructional technologies into the curriculum. The Media Specialist is responsible for effective communication with families, ongoing evaluation and development of the program, and coordinating support for district-wide initiatives.

Essential Job Functions:

- Build and sustain strong relationships with media clerks to create an engaging and innovative library environment.
- Act as a supervisor to district media clerks, providing leadership and ensuring consistent, high-quality library services across the district.
- Set and align library program goals with the school's strategic objectives, collaborating with school leadership for effective implementation.
- Facilitate the integration of diverse media and technological tools into the curriculum to enhance learning.
- Establish procedures for selection, acquisition, circulation, resource sharing of resources in all formats.
- Promote the ethical use of information: copyright, fair use, and licensing of intellectual property.
- Collaborate with educators to incorporate information literacy and cultural relevance throughout the curriculum.
- Select and manage library resources that reflect and respect the community's cultural diversity, ensuring an inclusive library environment.

- Lead initiatives in digital and media literacy, with a focus on cultural relevance and awareness.
- Oversee the daily operations and budget management of the high school library media center.
- Maintain effective communication with all members of the school district, adhering to high ethical standards in information management.
- Perform other duties as assigned, supporting the district's broader educational and strategic plan goals.
- Regular, reliable and punctual attendance

Additional Duties: Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Equipment: Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone as well as other relevant equipment.

Travel Requirements: Travels to school district buildings throughout the teaching day and professional meetings as required.

Knowledge, Skills, and Abilities:

- Knowledge of applicable federal and state laws regarding education and students.
- Ability to organize and coordinate work.
- Experience in evaluating and selecting print and digital resources, elementary and secondary.
- Experience in facilitating meetings and presentations.
- Expertise in basic technology, including computer operation, productivity software, and basic network knowledge.
- Communication skills, including the ability to proactively collaborate with students, staff, families, and the community.
- Extensive knowledge and understanding of the concepts, principles, and methodologies of teaching and learning and current practices in K-12 library media.
- Demonstrate ability in the decision-making process, problem analysis, conflict resolution, interpersonal relationships, and planning.
- Extensive knowledge and understanding of the Essential Instructional Practices in Literacy and all Literacy Essential documents.
- Ability to work in an economically, culturally and racially diverse environment.

Qualifications:

- Valid Michigan teaching certificate with Library Media (ND) endorsement required.
- Must meet State of Michigan Professional Development requirements.

Physical and Mental Demands, Work Hazards:

- **ADA Requirements:** The physical demands, work environment factors, and mental functions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Physical Demands:** While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment), taste and smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.
- **Work Environment:** The noise level in the work environment is usually loud to moderate.

- **Mental Functions:** While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

FLSA Status:

APPLICATIONS: SUBMIT AN APPLICATION, INDIVIDUAL COVER LETTER AND RESUME THROUGH THE ONLINE APPLITRACK APPLICANT CENTER, NO HARD COPY APPLICATIONS WILL BE ACCEPTED VIA MAIL OR HAND DELIVERY.

Visit the district website: Click kentwoodps/employment.org.

Kentwood Public Schools does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, or any other protected status in its employment decisions or the provision of services.

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.