

# The Howard County Public School System

## Job Analysis

**JOB TITLE: Media Specialist, Middle and High School**

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

### POSITION INFORMATION

**Summary of Duties:** The Media Specialist at the middle and high school levels 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. 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
- Co-teach classes with content teachers related to classroom projects that include 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.
- Provide instruction for small groups and individual students in the media center.
- May be responsible for a homeroom/advisory group, and related duties, including attendance, announcements, distribution of paperwork, and accompanying students to assemblies.
- Provide assistance to classes in the general-purpose computer lab.
- 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 computer use by the students.
- Provide professional development to staff on the use of new software, online resources, and equipment.
- Facilitate the use of the television studio.
- 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.

- Identify, gather, and provide staff with materials related to classroom topics.
- May be required to maintain a media center/resource web page, or school website.
- Develop lists of new materials to order for the media center.
- Decorate media center walls and shelves with appropriate materials.
- Supervise, instruct, and grade student aides (high school only).
- Provide report card grades for Television course, if taught by media specialist.
- Provide guidance and supervision of student helpers and parent volunteers.
- 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 the 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
- Editing equipment
- Tripods
- Dubbing equipment
- Video Cassette Recorders, Cassettes
- Audio tape players; tapes
- DVD players; DVDs
- CD players; CDs
- Carts for moving heavy audio-visual 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
- Television studio and all related equipment

***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 - Middle and High School

<b>Non-Material Handling:</b>											
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>				
Bend				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.				
Squat			X				May be needed while working with a student or for reaching a low cabinet or shelf. Alternatives include bending, or kneeling.				
Kneel			X				May be used while working with a student or for reaching a low cabinet or shelf.				
Crawl	X						Not usually needed.				
Balance					X		Needed for walking amongst active children or at an outdoor special event.				
Reach Above Shoulder					X		May be momentarily needed, repeatedly at times while teaching, taking inventory or putting up or removing wall hangings (rarely).				
Sit				X			Sitting is usually limited to brief periods during the day and prolonged for team meetings and planning (30 minutes or longer).				
Stand						X	Usually combined with moving about (alternating with walking) for sustained periods for most of the day (90%).				
Walk						X	Usually needed intermittently for frequent brief periods and less frequently longer walks throughout the day.				
Running	X						Not needed except perhaps during an emergency.				
Alternate Sit/Stand					X		May be frequent at times but varies with each day.				
Hand Dexterity						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.				
Hand Controls						X	Hand and arm movements needed throughout the day. Needed for operating equipment (such as copier, scanner, document camera)				
Foot Controls	X						Usually not needed.				
Stair Climb			X				May be needed at some locations.				
Ladder Climb		X					Not usually needed but may be used on approved step-ladder while installing or removing wall hangings or for special events decorating.				
Driving		X					May be required to attend occasional meetings.				

<b>Material Handling:</b>											
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				
Lift											
Floor to Knuckle		<30	20	--	--	--	May need to handle boxes of books several times a year. Alternatives are usually available for help or to lighten the load.				
10 in. to Knuckle		<20	15	10	5	--					
Knuckle to Shoulder		<20	--	10	5	--					
Shoulder to Overhead		<10	5	3	--	--	Needed to shelve books or equipment (laptop computer) and supplies.				
Push		<30	20	--	--	--	Needed to move laptop cart, and carts stacked with teaching supplies, student work, equipment (i.e. projector, laptop, document camera)				
Pull		<30	10	--	--	--					
Carry		<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