



# Brooks-DeBartolo Collegiate High School

11602 N. 15th Street - Tampa, FL 33612

office phone: 813.971.5600

## **JOB DESCRIPTION: Media Specialist**

### **General summary:**

The Media Specialist supports the functions of the media center, which serves the school community by: teaching information retrieval, developing practical reading abilities and literature appreciation, accessing, teaching and disseminating research, producing technology-based multimedia, and as a training center for students and staff. Assumes the leadership role in the performance of the quality operation of the media center.

### **Essential duties and responsibilities:**

- Serves as instructional resource consultant and materials specialist to teachers and students.
- Trains the staff and students in the effective use of information retrieval and the use of audiovisual and technological equipment.
- Acts as an instructional resource consultant in the recommendation, evaluation, and purchase of appropriate materials, hardware, and software for curriculum support.
- Collaborates with teachers and specialists in curriculum planning and instructional design.
- Develops independent, interdependent, and collaborative teaching plans with staff and specialists in the application of information retrieval skills.
- Develops, in cooperation with the teaching staff and specialists, appropriate methods to assist students in developing good study habits, acquire independence in learning, and gain skill in the techniques of inquiry and critical evaluation.
- Selects and maintains an appropriate print and non-print collection to support the practice of lifelong reading skills and literature appreciation.
- Selects and maintains appropriate print and non-print collection to enhance the professional growth of teachers and staff.
- Purchases and maintains a current inventory of appropriate audiovisual and technological equipment.
- Provides the students and staff with training needed to create multimedia productions.
- Manages an appropriate budget to support the functions of the Center.
- Performs related duties as required.

**Qualifications:** Bachelor's degree from an accredited college or university in Library Science, with Florida certification in Media Specialist (Pre K-12); or an equivalent certification as defined by the Florida Department of Education.

Competitive salary along with an excellent benefits package which includes the following: medical, retirement and sick leave.