



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

---

<b>Position Title:</b>	Secondary Mass Media Specialist
<b>Payroll/Personnel Type:</b>	10 Month
<b>Job #:</b>	8240
<b>Reports to:</b>	Principal
<b>Shift Length:</b>	6.5 Hours a Day
<b>Union Eligibility:</b>	Eligible

**Position Summary:**

The Mass Media Specialist will provide accessible tools for students and staff to direct, enhance, and support the learning process. Knowledge of curricular areas is essential in order to serve the interdisciplinary needs of the learning community. It is the goal of the Secondary Mass Media Specialist to work in a flexible environment, collaborating with staff, teaching skills to students and staff, and maintaining the holdings of the Media Center.

**Essential Functions:**

- Meet and instruct assigned classes in the locations and at the times designated
- Informs students and staff of available technology/media and assist with its integration in the classroom
- Assembles collections of media that support the curriculum
- Is aware of cultural diversity/gender fair criteria in the selection and recommendation of materials
- Promotes ethical and efficient information seeking behaviors
- Models a variety of effective research techniques for a variety of formats for diverse purposes
- Models and practices legal and ethical practices
- Supports intellectual freedom
- Is familiar with curriculum content and instructional practices within the building [while teaching release-time classes (elementary only)]
- Collaborates with coaches and teachers to provide instructional strategies and resources in teaching information and technology literacy skills
- Promotes the development of good reading habits
- Participates voluntarily in relevant growth activities
- Is knowledgeable about current trends in education
- Attends appropriate staff and department meetings
- Uses current, recommended selection aids including multicultural/gender fair criteria
- Solicits input from teachers and students concerning media needs
- Selects and maintains media that will compliment and supplement district curriculum
- Selects materials for a variety of student/staff interests, learning styles and reading levels
- Assists in the development and administration of building media budget
- Eliminates outdated, inappropriate, and unsuitable materials
- Maintains an accurate and current inventory of media materials and equipment, and submits reports in a timely manner
- Catalogs, classifies and organizes media according to accepted standards and ready accessibility
- Supervises the processing of materials and circulation of media
- Arranges for the inspection, maintenance, replacement, and repair of media under the realm of the responsibility assigned by the District



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

---

- Assist with other duties as assigned

**Knowledge, Skills, and Abilities:**

**Knowledge, Skills, and Abilities:**

- Effective oral and written communication skills
- Ability to demonstrate effective interpersonal relationships with students, staff, and parents
- Ability to organize, catalogue, display, distribute and produce instructional materials
- Ability to select and provide access to a wide variety of materials which meet the needs of various learning situations
- Knowledge and ability to teach information and technology literacy needed for independent learning
- Ability to provide an environment conducive to quick accessibility, good study habits, and development of proficient media users
- Knowledge of civil rights relating to free access to materials and copyright laws
- Ability to be flexible in order to accommodate teachers, students, parents/guardians, and community members
- Knowledge and ability to work with technology and assist integration in the classroom
- Passionate about improving public, urban education and driven to make a difference
- Demonstrates initiative and problem-solving capabilities

**Experience:**

- Experience in elementary or secondary education and demonstrated knowledge of technology use and integration
- Working with culturally, diverse parents and families in an urban educational setting
- Collaborating with community agencies
- Serving effectively in a collaborative team setting

**Education:**

- Bachelor's Degree in Education (required)
- Master's Degree (preferred)
- Missouri Teaching Certification (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle  
Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body  
Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**



Board of Education of the City of St. Louis  
**CAREER OPPORTUNITY**

---

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***