



JOB ANNOUNCEMENT

Dr. Delacy W. Sanford,
Superintendent

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Job Title: MEDIA SPECIALIST

of Days Worked: 205

Posting Dates: 3/31/08 - 4/30/08

Salary: Based on Established Salary Scale

Job Qualifications:

1. Bachelor's degree or higher
2. Valid South Carolina Certificate in Media Science

Job Duties & Responsibilities:

1. Operates and supervises the media center to which assigned.
2. Evaluates, selects, and requisitions new media center materials
3. Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program
4. Informs teachers and other staff members concerning new materials the media center acquires
5. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system
6. Arranges for intermedia loan of materials of interest or use to teachers
7. Works with teachers in planning those assignments likely to lead to extended use of media center resources
8. Prepares and administers the media center budget
9. Removes obsolete and worn materials from the collections
10. Supervises the clerical routines necessary for the smooth operation of the media center
11. Counsels and with and gives reading guidance to students who have special reading problems or unusual intellectual interests
12. All other related duties

Security Clearance: The Jasper County School District requires a criminal background check on all new employees, including all substitutes and other designated employees.

Interested parties should send or email a cover letter and resume to:

Jasper County School District
Office Of Personnel
Post Office Box 848
Ridgeland, SC 29936

Rebecca R. Cooper, Director of Human Resources
Equal Opportunity Employment