

## Media Specialist Licensure

A school is not required to have a licensed Media Specialist in the media center, unless the person in the media center is doing the duties that require a Media Specialist license.

### Scope of Practice

- Kindergarten to 12<sup>th</sup> grade students
- Provide instruction designed to provide information and technology literacy skills
- Lead, collaborate, and consult with classroom teachers to integrate information and technology literacy skills in curriculum
- Administer media center operations, programming, and resources

### Duties that require a Media Specialist license

- Monitor needs, usage, and trends to structure and justify program budgets
- Administer program budgets in a fiscally sound manner
- Develop a collection of materials based on the curriculum and learner needs
- Acquire, process, organize, maintain, circulate, and inventory resources
- Identify and acquire resources beyond the media center to expand information access
- Consult and participate in the planning of the media center
- Evaluate program, facilities, and resource collections
- Establish and maintain a learning environment in the media center
- Teach responsible and ethical access to and use of information
- Plan instruction and select strategies that help students read and understand content area texts and digital content
- Create a literacy rich environment that includes a variety of texts, print and digital, student artifacts, literacy instructional supports, and a physical arrangement that promotes literacy learning
- Developing short-range and long-range plans for the information media program
- Basic knowledge of managing information resources
- Evaluate, select, and apply appropriate hardware, software, and other resources for the media center
- Develop information and technology literacy curriculum
- Collaborate, consult, and provide leadership and staff development in integrating media center technology and literacy strategies and resources into classroom curriculum
- Guide students in locating, processing, critically evaluating, and communicating information
- Provide reading, viewing, and listening guidance appropriate to the students' interests, goals, needs, and abilities
- Assist teachers in the selection and evaluation of resources

- Formulate and conduct student learning activities that integrate the use of information and technology tools

## **Courses a Media Specialist License can teach**

- Television and Film Production
- Mass Media Communications
- Media Production
- Computer Hardware Technology
- Computer Communications and the Internet
- Web Page Design

## **Duties a Media Specialist or Technology Integrationist Specialist can do**

- Collaboration and Consultation of Curriculum and Staff Development to integrate technology into classroom curriculum
- Identify and apply current educational research, theory, and practice
- Use research to determine the role of information and technology tools for communication
- Basic knowledge of computers and related technology, including hardware, software, file management, care of equipment, and security
- Basic knowledge of digital communications, including graphics and multimedia production
- Basic knowledge of methods to manage technology, user access, and applications in an education setting
- Evaluate, select, and apply appropriate hardware, software, and other resources school wide
- Assist classroom teachers in developing information and technology literacy curriculum
- Assist classroom teacher in formulating curriculum and student learning activities that integrate the use of information and technology tools

## **Duties a Media Center Clerk can do**

- Checking materials in and out of the media center
- Assisting students in locating materials
- Monitoring use of the media center and resources
- Inventory of resources, including shelving of print materials

Minnesota Administrative Rules [8710.4550 Library Media Specialist](https://www.revisor.mn.gov/rules/8710.4550/)  
(<https://www.revisor.mn.gov/rules/8710.4550/>)