



**Mr. Patrick Culp**  
105 N 2<sup>nd</sup> Street  
Wolcott IN 47995

The Tri-County School Corporation is now accepting applications for the following positions for the 2024-2025 school year:

### **Corporation Media Specialist**

#### Qualifications/Responsibilities:

- Please see the attached job description and key performance responsibilities.

#### Start Date:

- August 1, 2024- New Teacher Orientation

#### Salary

- Per the Master Teacher Contract

#### Submit

- Application (can be found on website: [www.trico.k12.in.us](http://www.trico.k12.in.us))

#### Contact Information:

Mr. Patrick Culp  
105 N 2nd St  
Wolcott, In 47995  
E-mail: [culpp@trico.k12.in.us](mailto:culpp@trico.k12.in.us)  
Phone: 219-279-2418

**Qualifications:**

- Valid Indiana Library Media Specialist license OR,
- Evidence of obtaining a valid license

**Desired Skills:**

- Ability to build strong, positive relationships
- Strong communication skills, both verbal and written
- Strong technological background, and a willingness to adapt to new technology
- Knowledge of grade-level curriculum

**Evaluated By:** Principal

**Supervises:** Media Assistants and students assigned to the media center or any area assigned.

**Key Performance Responsibilities:**

- The library media specialist builds capacity in the use of media resources for all students, staff, and community users.
- Encourages the exploration of print or digital resources to foster a love of learning and literature for the entire corporation.
- Collaborate with administrators to advance school media goals and vision.
- Researches and allocates external resources of media to students and staff.
- Writes proposals and grants for fiscal resources to carry out the purposes and vision of media at all Tri-County schools.
- Makes resources available to students and teachers through a systematically developed and efficiently maintained collection, assisting students in identifying, locating, and interpreting information.
- Markets the school and media center to all stakeholders through various mediums, including but not limited to the school website and/or social media.
- Provides access to the media center throughout the school day, scheduling class visits flexibly to encourage use at the point of need: organizes and manages the media center facility in a manner that encourages open access.
- Develops and implements policies and procedures that ensure that access to information is not impeded; interprets laws and district policies regarding information.
- Informs teachers, students, parents, and administrators of new materials, equipment, and services that meet their information needs in a timely manner.
- Manages selection and ordering of print and digital media for all media centers within the corporation.

- Plans for repair of books and materials as well as textbooks and other school materials as requested by faculty.
- Supervises students in any assigned or designated area.
- Other duties as assigned by the superintendent or building-level administration.
- Regularly communicates with, and offers professional support to media assistants.