



# **MEDIA SERVICES PLAN**

## **TOM P. HANEY**

### **TECHNICAL COLLEGE**

#### **Purpose**

The purpose of the Media Services Plan is to support Tom P. Haney Technical College's educational programs so that students' educational goals can be enhanced via the resources offered.

#### **Scope and Availability of the Services**

One full-time certified Media Specialist is on staff to assist with technology issues and resource management. Computers are available for student use with a stocked laptop cart or computer lab in each program. A variety of general and program-specific software is loaded on the computers so students can conduct online research or complete curriculum competencies. Free Wi-Fi is available to all students and staff members. Textbooks and most supplies for dual-enrolled high school students are provided through the media specialist.

#### **Current and Relevant Educational Materials**

Each program resource area houses a variety of auxiliary educational materials that complement the professional materials used in the program. The resources consist of books of a business, professional, technical and industrial nature. Programs utilize web-based student and instructor learning resources available in their career fields. Audio-visual equipment utilized in program areas includes SMART technology, projectors, televisions, document cameras, desktop and/or laptop computers with internet access, printers, digital cameras and scanners. Equipment available in each program area includes computers and a printer. Copy machines and printers are available in multiple areas of the school for instructor use and students needing reasonable copies are also accommodated. Textbooks and most supplies for dual-enrolled high school students are provided through the media specialist. Adult students purchase textbooks and program supplies through the bookstore.

#### **Staff Person Responsible for Implementation and Coordination of Media Services**

The media specialist is responsible for the implementation and coordination of the Media Services Plan. Program instructors, with oversight by administration, are

responsible for media resources used within the program. A Teacher on Special Assignment (TOSA) and an Instructional Network Technician are also available via request during school hours to assist staff and students with technology support.

### **Roles and Responsibilities of Designated Staff Members**

The staff person responsible for the media center is a Media Specialist with a Bachelor of Arts in English with an emphasis on Literature and a Master's degree in Educational Media and Instructional Design. The Media Specialist holds a teaching certificate as a PreK-12 Media Specialist and is also certified in English 6-12 and English 5-9. The roles and duties as listed in the Bay District Schools Department of Human Resources Media Specialist Job Description are as follows:

- Demonstrate knowledge of literature and of current trends in information technology.
- Identify and provide a variety of instructional resources (including but not limited to technology and outside resources) as appropriate for each student's needs.
- Establish clear, appropriate and measurable goals for the evaluation of the media program based on the situation of the school and the age of the students.
- Demonstrate a thorough knowledge of the school's content standards and of students' needs for information skills within those standards.
- Consult with administration, teachers and students in order to support their learning needs when maintaining and extending the collection.
- Assist with selection and evaluation of materials and equipment
- Create an environment of respect and rapport with students and colleagues that is appropriate to the cultural and developmental differences among stakeholders.
- Establish a culture of investigation and convey a sense of importance of seeking and reading literature.
- Create and manage a safe, caring, supportive, purposeful, and stimulating environment which is conducive to student learning.
- Maintain and extend a library collection, both print and digital, and adhere to state and district guidelines in selecting library materials.
- Collaborate with stakeholders on the design and delivery of instructional lessons to include a variety of resources, literature, technologies and informational skills.
- Use a variety of best practices that engages students in literature, information skills, and technology.
- Promote and model digital productivity, application, and learning.
- Anticipate needs when preparing requisitions and budgets, and follow established procedures.
- Ensure library budgets and inventories are submitted on time and within the school calendar year.
- Engage in professional development based on an individual assessment of need.

- Show professionalism by displaying high standards of honesty and integrity in interactions with colleagues, students, and the public, and adhere carefully to all copyright laws.
- Carry direct responsibility for classroom discipline and maintenance of School Board property.
- Organize and implement the media program in providing information services.
- Perform other applicable duties as assigned by the principal.

Each instructor maintains his or her own program resource inventory. Instructors are responsible for maintaining accurate program resources, material check-out, and return. The assigned school administrator is responsible for the overall inventory of the facility. In addition to the Media Specialist, a Teacher on Special Assignment (TOSA) and an Instructional Network Technician are available via request during school hours to assist staff and students with technology support.

### **Orientation for User Groups**

New instructors are oriented to media services by the Media Specialist during Pre-Planning and as needed when new teachers and staff are hired throughout the year.

Students are provided media services orientation upon entry during New Student Orientation which is available online via Canvas. Additional information is provided when individual students and classes meet with the Media Specialist to register for computer and internet access or for textbook checkout.

### **Facilities and Technical Infrastructure Essential for Using Media Materials**

Media services include space for housing materials, circulation, lamination, computer-generated poster-making, materials processing, media production, and audiovisual equipment storage. Free Wi-Fi is available to students and staff campus-wide and is accessible on school or personal technology devices. Each program houses a computer lab or stocked laptop cart.

### **Inventory**

The media specialist completes a physical inventory annually for all materials allocated through media services. Destiny, a central networking circulation system, links all schools in the district so that deficiencies automatically follow students as they transfer from school to school. This has provided a means to conserve many materials as all deficiencies must be cleared before graduation. Deficiency sheets are also placed in each individual student's file if he or she withdraws without a cleared record. These deficiencies must be cleared before students are allowed to re-enroll in any program. Instructors are responsible for materials housed in individual classrooms or labs.

A designated administrator is responsible for maintaining the physical inventory for the school. All instructors are responsible for maintaining an accurate record of materials housed in their classrooms or labs. The assigned administrator provides instructors with a computerized inventory printout for each area. The instructor must review the inventory, make any revisions, and submit the revised inventory to the administrator prior to the end of the school year. The district website contains necessary forms for inventory updates, including additions and deletions that are used throughout the school year. In addition, Bay District Schools completes an inventory audit of Tom P. Haney Technical College on a yearly basis.

### **Annual Budgetary Support for Media Services**

Funds are budgeted to provide relevant and up-to-date instructional equipment. In addition, the College takes advantage of opportunities to seek and use grants, as well as donations, to update materials. The budget and grant funds allow the College to provide instructional equipment at a level that ensures quality occupational education. Suggestions regarding instructional equipment from occupational advisory committee members are reviewed for relevance to current industry standards and implemented, as appropriate.

### **Evaluation of Effectiveness of Media Services**

The media services provided at Tom P. Haney Technical College are evaluated by several methods. Computerized circulation records determine usage of materials. Annual Student and Staff surveys provide an opportunity to offer suggestions or feedback on school and media services. The results of these methods of evaluation are utilized to modify and improve media services. The occupational advisory committees review the educational learning resources for each program; the feedback is documented in the minutes and evaluated by the instructor.