

**TITLE:** Library Media Coordinator

**PURPOSE:** To provide leadership, electronic and traditional materials, technology resources, and library media services for the implementation of a school library media program that serves as an integral part of a student-centered educational process, offers professional development in library best practices, and facilitate quality library media services for all district staff and students.

**QUALIFICATIONS:**

- Five years of successful library teaching experience preferred
- Possesses Illinois State Teaching Certificate and Library Information Specialist Endorsement Required
- Master's Degree in Education, Library Science, or Information Media preferred
- Experience which demonstrates leadership and organizational skills
- Able to organize time, space, materials, and groups
- Able to recommend, implement and evaluate instructional strategies and materials in required curriculum area using both electronic and traditional materials and technology resources
- Possesses excellent communication and interpersonal skills
- Exhibits knowledge and characteristics of a future ready librarian
- Functions as a team member
- Able to propose, develop and implement staff development training

**REPORTS TO:** Directors of Curriculum & Instruction

**MAINTAINS LIAISON WITH:**

- Central Administration
- Building Administrators
- School staff
- Library Media staff
- Parents
- Students
- Community Agencies
- Professional Development Institute Personnel
- Appropriate agency contact personnel including state and regional library systems

**DUTIES AND RESPONSIBILITIES:**

(Following are essential fundamentals to include but not limited to the following job duties.)

- Provide support and direction for library media services.
- Facilitate alignment of district curriculum, instruction, professional development, information media, technology, and assessment practices within the library media program.

- Provide support and leadership in ongoing professional development focused on the goals of the library media program.
- Maintain library media coordinator responsibilities in designated areas as required.
- Provide leadership in "best practices" grounded in scientifically-based research in literacy and future ready libraries.
- Mentor and support the library media staff to insure continuation of programs and instruction. Support the library media needs of districts teachers, specialists, and coordinators.
- Select library media materials for the elementary libraries and support other certified library staff members in the selection of library media materials.
- Oversee the acquisition, processing, and circulation of library media materials as required.
- Work with teachers to coordinate electronic and traditional library materials, technology resources, and activities with the curriculum.
- Provide ongoing collection analysis and development through weeding for elementary libraries staffed by Library Media Assistants.
- Supports district Kids+Books=Success! free book distribution program, School District Library Grant, and other grants as applicable.
- Implement applicable grants to enhance the library media program.
- Manage and support the library circulation database system in affiliation with Illinois Heartland Library System.
- Oversee and implement district library media budget. Manage elementary library budgets. Oversee middle and high school library budgets.
- Prepare required reports for local, regional, state, and federal entities.
- Oversee processes, procedures, and staff associated with the District Learning Resource Center.
- Inspire the use and enjoyment of the library by students, staff, and teachers.
- Promote reading as a source of enjoyment for all students, staff, and teachers and make available traditional print, electronic print, and non-print materials which will encourage reading.
- Provide professional development for library media staff aligned with the goals of the library, including the library circulation database system, Illinois Heartland Library System, and current information media best practices.
- Work with the building principal in planning expenditures and organization of the library media facilities as needed.
- Advise school leadership and district staff in the advancement of literacy and library media technology for the needs of the district.
- Serve as the liaison with agencies outside of the district, including local agencies, consortium libraries, and vendors.
- Other duties as assigned.

## **TERMS OF EMPLOYMENT:**

Wages, terms, and conditions of employment pursuant to the collective bargaining agreement between the Decatur Education Association and the Decatur Public Schools #61 Board of Education.

At times this position may require more than the work day to perform the essential duties of the position, therefore, this position allows for flex time due to meetings and duties that may extend beyond the professional work day.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and provisions set forth in the Collective Bargaining Agreement.

### **PHYSICAL DEMANDS:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

Hear in the normal audio range with or without correction.

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to compute. The employee occasionally is required to copy.

### **WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. The job is performed under minimal temperature variations and a generally hazard free environment.

The employee may be required to work at multiple agency locations as necessary.

*The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.*

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.

Approved by BOE 4/24/18