

Position Title: School Library Media Coordinator

Reports To: School Principal

Supported By: K-12 Curriculum & Instruction Department

Employment Terms: Permanent, 10 month position

Salary: Salary in accordance with the applicable state teacher's salary schedule

Qualifications:

1. Master's Degree in media or library sciences, curriculum & instruction or education, preferred
2. Licensure as a School Library Media Coordinator (076), preferred (*Under certain circumstances a school can apply for a provisional license for a candidate who has either an A-level teaching license or a bachelor's degree in media but lacks some of the other requirements. In addition, a May 2006 provision passed by the NC State Board allows individuals with 18 graduate semester hours applicable toward a school media coordinator program to be issued a provisional license. The provisional license holder has five years to complete all requirements.*)
3. Strong knowledge of NC Standard Course of Study in designated content
4. Demonstrated proficiency in the use of instructional technology tools and resources
5. Ability to work well with adults in a collaborative manner

General Statement of Job:

The School Library Media Coordinator will provide leadership in the use of instructional resources and services for implementation of a school library media program that serves as an integral part of a student-centered educational process.

Responsibilities:

1. MAJOR FUNCTION: Planning and Implementing for Teaching and Learning
 - Assesses learning and information needs of students and staff
 - Plans and works collaboratively with teachers to use appropriate resources that address curricular needs and learning goals
 - Works with the principal and school leadership team to provide flexible access to the instructional services of the school library media coordinator
 - Instructs students and staff in the effective use of the media center and its resources
 - Develops students' lifelong, transferable media and technology skills which grow throughout their education and lifetime.
 - Incorporates information literacy into day-to-day instruction
 - Advocates and promotes reading and life-long learning through motivational activities
 - Collaborates with the Technology Facilitator to provide leadership in the school's use of instructional technology resources to enhance learning
 - Conducts staff development in the areas of literacy and digital teaching and learning aligned to the NC Standard Course of Study and the NC Digital Teaching and Learning Standards
 - Encourages all students to read for understanding, for exposure to diversity of viewpoints & genres, and for pleasure
 - Follows a plan for personal professional development and actively seeks out opportunities to grow professionally

2. MAJOR FUNCTION: Planning and Implementing for Information Access, Evaluation, and Use

- Creates and maintains an environment conducive to learning
- Works with the principal and school leadership team to provide flexible access to school library media center resources to accommodate individuals and groups simultaneously
- Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources
- Encourages the widest possible use of print and electronic resources and services--within the school library media center, throughout the school, and through remote access
- Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning
- Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources
- Advocates the principles of intellectual freedom

3. MAJOR FUNCTION: Planning and Implementing for Program Administration

- Works with school staff to design and implement short- and long-range plans that ensure balance among all aspects of the school library media coordinator's role and responsibilities
- Develops and implements an ongoing collection development and evaluation planning process, in collaboration with the Media and Technology Advisory Committee, that focuses on a variety of formats and resources to meet diverse learning needs
- Evaluates and selects resources that build a collection addressing curricular needs and learning goals in collaboration with teachers, technology staff, and students
- Maintains a collection addressing curricular needs and learning goals
- Evaluates the school library media program on a continual basis according to district, state, and national guidelines, and research-based practices
- Plays a leading role in the school's budgetary process to ensure funding for the school library media program to support school-wide goals
- Leads, in partnership with the Technology Facilitator, the Media and Technology Advisory Committee in effective decision making to promote the media and technology program
- Interacts effectively with students, staff, administration, parents, and the community to promote and expand the school library media program
- Prepares and submits accurate reports as required
- Adheres to established laws, policies, rules, and regulations
- Carries out non-instructional duties as assigned and/or as need is perceived

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on evaluation of personnel.

DISCLAIMER:

Applications will be reviewed on a rolling basis. Earlier applications are encouraged. Highly qualified candidates will be contacted for an interview. The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary for employees to perform in this position.