



Gaston County Schools

Media Specialist/Coordinator

Definition

The Media Specialist/Coordinator is a district professional who coordinates district-level programs and resources in support of school library media centers. The Media Specialist/Coordinator provides leadership in the development, implementation, and evaluation of the school library media program to promote student learning and teacher effectiveness for the benefit of the district's total educational program.

Duties and Responsibilities

- Provides the leadership and instructional resources and services for implementation of a school library media program that serves as an integral part of a student-centered educational process.
- Plans and implements for teaching and learning.
- Plans and works collaboratively with teachers.
- Instructs students and staff in the effective use of ideas and information.
- Incorporates information literacy into day-to-day instruction.
- Advocates and promotes reading and lifelong learning.
- Works with the Principal and School Leadership Team to provide flexible access to the school library media center resources.
- Creates and maintains an environment conducive to learning.
- Encourages the widest possible use of print and electronic resources and services—within the school media center, throughout the school, and through remote access.
- Leads teachers, technology staff, and students in a collaborative process to select and evaluate resources that address curricular needs and learning goals of students and teachers in the information age.
- Keeps accurate inventories of print, non-print, and technology materials and equipment.
- Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning.
- Implements an ongoing collection development and evaluation process, in collaboration with the Media and Technology Advisory Committee that focuses on a variety of formats and resources to meet diverse learning needs.
- Adheres to copyright as well as other laws and guidelines pertaining to the distribution and use of resources.
- Works with school staff to design and implement short and long-range plans to ensure balance among teaching, instructional technology, collaboration, collection development, and program management.
- Evaluates the school library media program on a continual basis according to accepted standards of quality.
- Organizes school media center facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources.
- Participates in the budgetary process of the school through the Media and Technology Advisory Committee to ensure equity of access to instructional materials.
- Works with the Media and Technology Advisory Committee in effective decision making to promote the school library media program.
- Carries out assigned non-instructional duties and adheres to established laws, policies, rules and regulations.



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Knowledge, Skills, and Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to communicate the district's vision, goals, and priorities especially regarding school library media programs to the public.
- Ability to coordinate district-level programs and resources.
- Ability to prepare budgets, coordinates with other departments or agencies to assure maximum services and resources, and maintains records/reports/inventories in accordance with local/state/federal policies.
- Ability to establish and maintain effective working relationships with parents, students, staff, administrators, and others.
- Understands the growth and development of assigned students.

Physical Requirements

- While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.
- Must possess the visual acuity to prepare data, work with records processes and do extensive reading and research.

Minimum Education and Experience

- Minimum of Bachelor's degree in Library Science or minimum of 18 hours completed toward a Master's degree in Library Science from a regionally accredited college/university.
- North Carolina Certification in Media (00076) or eligible to be licensed.
- Knowledge of computer technology.
- Solid understanding of North Carolina Standard Course of Study for media and all grades for the assigned level.

This Position Reports to: Principal

Classification: Exempt

Salary: North Carolina Instructional Support Salary Schedule (www.ncpublicschools.org)

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.



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If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY: Inside and Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Inside applicants may use Gaston County Schools' employees as references
- Complete online application
 - Upload cover letter to application
 - Upload current résumé to application

**The following documents must be uploaded to online application, if
Outside Applicant:**

- Copies of **official** college transcripts (degree dated)
- Copy of Praxis and/or Pearson test results or out-of-state tests
- Three completed current Teaching Reference Surveys (from non-Gaston County Schools employees, not from family members) in AppliTrack application or three current, dated letters of recommendation (must be less than one year old) or a combination of the two
- Copy of Certifications/Licenses, if licensed in out-of-state public schools
- Copy of last evaluation summary/summative

Qualified inside and outside applicants should mail or email cover letter and résumé to:

Rebecca Wilson, Principal
Bessemer City Middle School
525 Ed Wilson Road
Bessemer City NC 28016
Email: rewilson@gaston.k12.nc.us