

Media Coordinator
New Hanover County Schools

Job Description

Class: Certified
Dept: School

TITLE: **Media Coordinator**

QUALIFICATIONS:

1. Master's degree in Library Science or the equivalent for licensure as a school library media coordinator by the North Carolina Department of Public Instruction.
2. Other qualifications as the Superintendent and Board of Education may find appropriate.

REPORTS TO: Principal

JOB GOAL: To provide 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.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/media issues.
2. Organize 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.
3. Work 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.
4. Assess learning and informational needs of students and staff; plan and work collaboratively with teachers.
5. Instruct students and staff in the effective use of ideas and information; advocate and promote reading and lifelong learning.
6. Encourage the widest possible use of print and electronic resources and services within the school library media center, throughout the school, and through remote access.

7. Lead 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.
8. Keep accurate inventories of print, non-print and technology materials and equipment; evaluates the school library media program on a continual basis.
9. Work cooperatively with other libraries and agencies to share resources that enhance teaching and learning. Interact effectively with students, staff, administration, and the general public to promote the school media program.
10. Strive to maintain and improve professional competence. Participate in the development and support of the broad school vision.
11. Attend staff meetings, serve on staff committees (Media and Technology Advisory Committee) and carries out non-instructional duties as required or assigned.
12. Perform related duties and responsibilities as required by the Principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten month work year/FLSA Exempt

Starting Salary and/or Grade: Salary based on state salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board, local and state policy on evaluation of Media Coordinators.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, students, and parents.
- Demonstrate considerable knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Demonstrate extensive knowledge of library media terminology and appropriate uses of media and technology to enhance instruction and achievement.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.