



Weld County School District Re-3J Job Description

Position Title: Media Center Manager

Department: Elementary School

Reports to: Building Principal/Assistant Principal

General Purpose: Responsible for the overall management of the school media center environment, including scheduling use of the library, encouraging collaborative learning within the library, assisting students and colleagues in identifying appropriate learning materials, and oversight of books, materials, and technologies within the library and STEM classrooms.

Duties/Responsibilities:

- Provide management of library operations, budget, and materials
- Facilitate the inventorying and checkout/checkin of library books, resources, and materials utilizing the district's approved platform
- Organize and shelve books, materials, and resources
- Promote a collaborative learning environment for students and staff
- Assist students and staff with locating appropriate materials in the media center and STEM lab
- Assist in the management of STEM operations, content, and materials
- Assist the STEM Facilitator in delivering STEM instructional content, materials, and strategies to teachers and staff through project-based learning methods
- Assist the STEM Facilitator in the development, implementation and evaluation of STEM initiatives and curriculum
- Assist with the organization, development, and coordination of special STEM events/activities
- Attend professional development and training related to library sciences and STEM programs and methodologies, staying up-to date on current research
- Communicate with vendor support to troubleshoot and repair technical equipment
- Provide general, non-instructional supervision of students – may include supervision on the playground before school, after school, during lunch, at recess, and at other times as directed
- Assist in teaching informational literacy skills
- Use technology to promote learning, creativity and collaboration
- Maintain educational software programs related to library sciences, instructional platforms, and/or STEM
- Provide coverage for other paraprofessional positions in emergency situations or as directed

Duties/Responsibilities (continued):

- Perform such alternatives to the above duties as the administration may find appropriate and acceptable
- *All duties as assigned*

Supervisory Duties:

- None

Job Qualifications:

Knowledge, skill & ability:

- Must be able to speak, read and understand English
- Must have ability to relate well with children and other district staff and community members
- Strong communication skills with employees (school and district), parents, and students - able to generate positive relations and morale
- Knowledge of or willingness to learn the Dewey Decimal System
- Highly motivated and results oriented
- Possess skills to learn quickly
- Self-directed, displays problem solving abilities
- Ability to use and have operating knowledge of computers
- Demonstrate aptitude and competence in library management
- Must adhere to district policies and the strategic plan

Education or formal training:

- High school diploma or equivalent

Experience:

- Technology experience preferred
- Librarian experience preferred

Material and equipment directly used (not an all inclusive list):

- Computer, printers, cameras, scanners, wireless networks, projectors, T.V., Smart boards, Library Electronic Management System
- Internet hardware and software
- This is not an all inclusive list

Working environment/physical activities:

- Daily routine could include lifting, pushing, pulling, bending, stooping, wiping, standing
- Must be able to lift and carry 25 pounds at distances up to 100 feet
- Must be able to work in a variety of temperatures
- Dress appropriately for job conditions and per district policy
- Daily outside work possible

Terms of Employment:

- Primary work is days. Approximately 8 hours per day for 183 days per school year
- School District Comprehensive Benefits – please refer to Board policies and current pay schedule
- This position is that of an “at will” employee. Employment is subject to approval or ratification of a Letter of Employment by the Board of Education and may be terminated by either party with or without cause at any time

Evaluation: Performance of this job will be evaluated by the building Principal/Assistant Principal

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.