



Union County Public Schools

Job Description

POSITION TITLE: Media Coordinator	TERM OF EMPLOYMENT: 10 months
DATE: 05/07/2024	DATE OF PREVIOUS REVISION: 06/08/2020
FLSA EXEMPTION STATUS: Exempt	PAY GRADE: Teacher Scale

JOB SUMMARY: Under general supervision, the Media Coordinator organizes, directs, and provides leadership to all aspects of the school library program including the media support personnel, and the implementation of instructional resources and services as part of an integral student-centered education. This position serves as the advocate in the promotion of reading and lifelong learning through the implementation of motivational activities and initiatives.

ESSENTIAL JOB FUNCTIONS

1.	Develop and implement an ongoing collection, development, and evaluation planning process, in collaboration with the Media and Technology Advisory Committee, which focuses on a variety of formats and resources.
2.	Organizes media facilities and resources to maximize intellectual and physical access.
3.	Adhere to and advise internal stakeholders, i.e., teachers, students, regarding copyright law as well as other laws and guidelines pertaining to the distribution and use of resources.
4.	Provide effective guidance to the Media and Technology Advisory Committee to promote and develop the media and technology program
5.	Lead the schools use of instructional technology and resources to enhance learning opportunities for all learners.
6.	Participate in school budget planning to ensure adequate funding for media program and support of school wide goals.

DUTIES & RESPONSIBILITIES

1.	Accurately maintain records as required by state or federal laws, and Union County Board of Education policies, and/or school-based requests, and adhere to confidentiality requirements of state and federal law.
2.	Instruct students and staff on the effective use of the media center and its resources

3.	Assess, on an ongoing basis, the learning and informational needs of students and staff
4.	Provide flexible access to the media center to accommodate individuals and groups simultaneously
5.	Prepare reports and requests in a timely manner as requested by leadership
6.	Conduct ongoing assessments of media programs to ensure compliance to standards of quality.
7.	Work collaboratively with other libraries and agencies to share resources that enhance teaching and learning.
8.	Serves on school and/or district level Resources Review Committees and defined in the Union County Board of Education policy.
9.	Effectively produces professionally written correspondence across various communication mediums, i.e., cell phone, computer
10.	Other related duties as assigned

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> Valid NC Licensure as a Media Coordinator or ability to obtain 	<ul style="list-style-type: none"> Master's degree Three (3) years of experience as a school media coordinator

KNOWLEDGE, SKILLS, AND ABILITIES

JOB KNOWLEDGE

- Familiarity with North Carolina School Library Media Coordinator Standards, American Association of School Libraries (AASL) Standards for School Libraries, and International Society of Technology in Education (ISTE) standards
- Considerable knowledge of library media terminology and appropriate uses of media and technology to enhance instruction and achievement.
- Considerable knowledge of the current literature, trends, methods and developments in the area of media and instructional technology.



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- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.
- Ability to develop budgets from program implementation.

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or group

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations

PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:

Sedentary/Medium - Exert force 10-40 lbs., frequently; and up to 40 lbs. occasionally; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Indoors

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.