

COORDINATOR OF MEDIA SERVICES

TITLE: Coordinator of Media Services

REPORTS TO: Director of Education Technology

SUPERVISES: Media Services Center Staff

JOB FUNCTION: Develops and facilitates a library media program which meets and exceeds goals established by federal, state, and local school authorities in order to provide information needs of students and teachers in instructional process.

DUTIES AND RESPONSIBILITIES:

- Conduct and facilitate activities and projects to provide quality school library media services to students and teachers (Pre-K-12) which are an essential part of curriculum and instruction.
- Manage and supervise the organization and operation of the Centralized Media Services Center, including Technical Processing and Educational Media Circulation. Includes setting standards for MARC (machine readable) records that will allow networking of library media center and sharing of resources.
- Provide for district professional development of school library media specialists to encourage leadership, competence, and creativity in developing programs and assisting schools in reaching their learning goals and objectives.
- Advocate the principles of intellectual freedom that govern the universal right to read and to access information and ideas.
- Work with various departments and divisions to facilitate the operation of the Centralized Media Services Center and school library medial programs. Assist with interpretation and implementation of local, state, and national standards, policies, and guidelines.
- Serves as library media facilitator/resource to all principals and library media specialists in planning and data analysis to build a library media program that meets the needs and learning goals of the school. Includes identifying best practices in school library media centers and programs.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Provides leadership and direction to schools in renovations or building new facilities to design state-of-the art school media centers that provide the best information resources and technology to support student learning.
- Visit schools on a regular basis to maintain first-hand knowledge about the act of teaching today's children and managing today's schools. Includes providing technical assistance to targeted schools when warranted by principal/school director.
- Assists schools with technology, curriculum, instruction, and assessment projects. Serve on various district and school committees upon request (i.e. Standards Review Teams and Technology Advisory Committee).
- Maintain knowledge of current statutes, policies, guidelines, regulations, trends, and research that affect the instructional program and assist schools in remaining current on such information related to school library media services.
- Prepare, administer, monitor, amend, and keep an accounting of budget designated for media services; develop specifications for bidding and purchasing library books, supplies, and media; attend to all recordkeeping, correspondence, requests, meetings related to media services.
- Act as liaison with State Department of Education in matters of library media program development, implementation, evaluation, and reporting.
- Act a liaison with University of Kentucky School of Library and Information Science in matters of suggested placement of library practicum students and professional development opportunities to maintain quality library media human resources.
- Act as liaison with Lexington Public Library in matters of resource sharing and collaboration for increased access to information by students and teachers.
- Brings to the attention of the Direction of Education Technology, the Superintendent, and the Superintendent's Advisory Council matters related to instructional improvement which require consideration or action in the area of library media services.
- Maintains regular attendance.
- Performs other duties as assigned.

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Major in Library and Information Science
- Kentucky Teacher certification
- Master's Degree (preferred)
- Minimum five (5) years of experience in school library media service

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Certification for Instructional Supervisor (K-12)
- Strong management and leadership ability
- Ability to plan, organize, and implement numerous projects simultaneously
- Interpersonal skills to work cooperatively with divergent groups of teachers, parents, administrators, and students
- Knowledge of technology applications to school library media programs

Original Date: _____

Revision Date: 01/1995

Revision Date: 02/2001

Revision Date: 07/2012