

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Coordinator of Instructional Media Services and Curriculum

DEPARTMENT: Educational Services

POSITION SUMMARY:

The Coordinator of Instructional Media Services, under the direction of Director of Professional Learning, is responsible for instructional materials, including but not limited to instructional media, textbooks, library materials, software, testing and assessment, and staff development.

ESSENTIAL FUNCTIONS:

1. Develop and carry out the District's school library media program.
2. Oversees the operation of the Instructional Media Center and other instructional programs as assigned.
3. Assists with the integration of educational technology into the educational program of the District.
4. Works with library personnel, teacher librarians, and administrators in planning and implementing library services for a changing curriculum and student needs.
5. Oversees the textbook adoption process including selection and training of committee members, providing state recommended materials and frameworks, preparing reports of the process from the needs assessment to the selection, and supporting implementation of the adopted program.
6. Represents the library/media program with the intention of strengthening the total educational process.
7. Provides staff development and instruction that align with national and state school library standards, state content standards and local priorities.
8. Trains Library Technicians, teacher librarians, and IMC staff in routines of the library and Instructional Media Center.
9. Supervises the selection, ordering and cataloging of school library/media center print, non-print and electronic media materials, including periodicals and teacher reference materials.
10. Supervises the circulation, shelving, filing, processing of books, media and text materials, and use of the library software and hardware.
11. Monitors budgets and develops and implements board policies and administrative procedures for the Instructional Media Center, school library/media centers and textbooks.
12. Promotes and encourages student use of library/media center materials to improve information literacy, digital literacy, digital citizenship, and enjoyment of reading.
13. Develops and evaluates the K-12 and adult education library services program based upon established yearly priorities.
14. Assists the Director of Professional Learning and participates on the Educational Services team with the development of the K-12 curriculum, assessments and staff development.
15. Plans and conducts staff development in-services relevant to instructional materials, curriculum, pedagogy and assessment.
16. Assists with the integration of educational technology into the educational program of the District.
17. Works collaboratively with Information Services and Educational Technology Department to develop guidelines for evaluation, selection, and implementation of electronic instructional materials.
18. Maintains regular and prompt attendance in the workplace.
19. Performs other related duties as assigned by the Director of Professional Learning.

EDUCATION AND EXPERIENCE: Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. A valid Library Media Teacher Services credential is preferred, and an Administrative Services credential is desirable. Master Degree is desirable. Successful experience as a school or district administrator with experience in developing and implementing educational programs for students in grades K-12, preferred. Possession of an appropriate California driver's license; have willingness and ability to travel throughout the District.

SKILLS AND QUALIFICATIONS:

1. Knowledge of curriculum in the areas of school library media programs, reading literacy, information literacy and library technology.
2. Knowledge of current trends in education.
3. Knowledge of business and management principals involved in strategic planning, resource allocation, human resource modeling and leadership technique.
4. Knowledge of operating policies, rules and procedures of the District.
5. Ability to develop and manage department systems.
6. Ability to maintain cooperative working relationships with those contacted in the course of work.
7. Ability to communicate effectively, both orally and in writing.
8. Ability to prepare comprehensive reports.
9. Ability to select and manage classified staff with skills and abilities that match District and school needs and enhance program effectiveness.
10. Ability to apply quality management tools to organizational data and make process improvement changes.
11. Strong interpersonal skills.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 lbs. at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and/or library environment and come in direct contact with District and site staff, and the public.

SALARY: 49 LME Salary Schedule

DAYS OF SERVICE: 225 days

Adopted: 01.09.24

Revised: 04.09.24