

Lead Media Coordinator

New Hanover County Schools

Job Description

Class: Certified
Division: Technology & Digital Learning Division
Dept: Technology

TITLE: Lead 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. Five or more years of media coordinator experience.
3. Valid North Carolina driver's license.
4. Other qualifications the Superintendent and Board may find appropriate.

REPORTS TO: Assistant Superintendent for Technology and Digital Learning

JOB GOAL: To provide leadership and support in the development, implementation, and evaluation of the school media program to ensure alignment with district policies and best practices and to promote student learning and media coordinator effectiveness for the benefit of the system's total educational program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Serve as a central point of contact and resource for school library media coordinators, providing guidance, mentoring, and support in the implementation of school library programs.
2. Provide school level support for the integration of the Digital Learning Standards, as well as the NC Professional Standards for School Library Media Coordinators.
3. Assist in the planning and design of new, renovated, and existing school media centers.
4. Provide in-service staff development for school media coordinators and other school system personnel.
5. Work with principals, media coordinators, teachers, system-level directors, and other media/technology staff to assure standardization and equity of resources across programs and buildings.
6. Collaborate with the Digital Teaching and Learning Specialists to participate in the ongoing evaluation of digital learning within the district.
7. Assist in the selection and purchasing of library and digital resources at the school and district levels; pursue funding for library and digital learning endeavors through grant writing or other alternative funding sources; assist with the NC Digital Learning & Media Inventory at the school and district levels.
8. Collaborate with other district and school personnel to affect student achievement and teacher effectiveness

9. Support school media coordinators in the day-to-day operation of the school library media program.
10. Adhere to and advises school personnel regarding copyright as well as other laws and guidelines pertaining to the distribution and use of resources.
11. Attend meetings and staff development functions; participate on a wide variety of school system and professional groups and committees.
12. Provide leadership and coordination to develop, implement, and update school system technology plan, focusing on digital learning.
13. Support school media coordinators in the creation of strong school level Media and Technology Advisory Committees that implement an ongoing collection development and evaluation process focused on a variety of formats and resources to meet diverse student needs.
14. Interact effectively with students, staff, administration, and the general public to promote and expand the school library media program.
15. Perform related duties and responsibilities as requested by the Assistant Superintendent for Technology and Digital Learning or supervisor.

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: Twelve-month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: State Teacher Salary Scale

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

Knowledge, Skills and Abilities:

- Demonstrate extensive knowledge of school library media center functions, services, and applications, including collection development, cataloging, information literacy instruction, technology integration, emerging trends in library and information science, and district library management software programs.
- Demonstrate functional knowledge of digital teaching and learning functions, tools, and applications to enhance teaching, learning, and information access, with the ability to utilize district instructional software programs effectively.
- Demonstrate general knowledge of curriculum and instructional practices to ensure the alignment of school library media programs with district academic goals and objectives.
- Demonstrate functional knowledge of adult learning needs and effective teaching skills to provide guidance, mentorship, and professional development opportunities to school library media coordinators, supporting their growth and enhancing their skills and knowledge.
- Demonstrate functional knowledge of strategies for seeking alternate funding sources; ability to prepare and administer a project budget; knowledge and experience in managing and forecasting budgetary items.
- Demonstrate functional knowledge of general programs, policies, and practices used in educational organizations; ability to utilize all aspects of the Microsoft Office Professional software programs.

- Demonstrated functional knowledge of evaluating the effectiveness of school library media programs through the use of data analysis, assessment tools, and accepted standards of quality, leading to evidence-based decision-making and program improvement; demonstrate functional knowledge of long range and strategic planning concepts.
- Ability to establish and maintain cooperative working relationships; ability to work alone or supervise any number of personnel required to accomplish the assigned task.
- Ability to effectively administer, simultaneously, a variety of projects/activities.
- Ability to coordinate and plan, meet deadlines, accomplish specific tasks, or meet specific standards.
- Ability to lift up to 50 pounds.