



MEDIA COORDINATOR *Position Description*

Title: Media Coordinator
Location: Pamlico County Schools
Terms of Employment: 10 months, Full Time
Effective Date:
FLSA Status: Exempt

Purpose

The Media Coordinator coordinates and directs the activities of the school library media support, while providing instructional resources and services for implementation of a school library media program that serves as an integral part of a student-centered educational process.

Qualifications

- Master's Degree
- Must hold or be eligible to hold a North Carolina Professional Educator's License in the area of Media Coordinator (076)

Duties and Responsibilities

- Plans and works collaboratively with teachers
- Instructs students and staff in the effective use of ideas and information and incorporates information literacy into day-to-day instruction
- Promotes reading and lifelong learning
- Leads in the school's use of instructional technology to enhance learning
- Evaluates the school library media program on a continual basis according to accepted standards of quality
- Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Ability to organize and carry out multiple activities and projects
- Knowledge of technology resources, informational skills, and systems
- Strong organizational skills
- Effective communication and interpersonal skills
- Ability to identify and evaluate new and emerging technologies
- Ability to use common audio-visual materials

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