



Richmond County Schools

Dr. Joe Ferrell, Superintendent
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POSITION TITLE: **SCHOOL MEDIA COORDINATOR**

REPORTS TO: Principal

JOB DESCRIPTION:

The School Media Coordinator (also known as librarian, media specialist, or library teacher) provides leadership and instructional support for a comprehensive school library media program. This role is integral to fostering a student-centered learning environment that promotes information literacy, digital citizenship, and a lifelong love of reading. The coordinator collaborates with educators to integrate technology and media resources into instruction and ensure equitable access to diverse learning materials.

QUALIFICATIONS:

- High School Diploma or equivalent
- Bachelor's degree or foreign equivalent in Library Science, Education, or related field
- Must hold or be eligible for a North Carolina Teaching License in School Media Coordinator
- Must maintain active licensure and complete required Continuing Education Units (CEUs)
- Experience in instructional technology, library management, or educational media preferred
- Strong communication, collaboration, and organizational skills

ESSENTIAL JOB FUNCTIONS:

- Collaborate with teachers to plan and deliver instruction that integrates information literacy and digital tools
- Promote a love of reading and lifelong learning through engaging programs and resources
- Provide targeted instruction to students and staff on the effective use of information and technology
- Maintain a welcoming and flexible library environment that supports student engagement and independent learning
- Guide the selection and evaluation of diverse print and digital resources aligned with curriculum goals
- Oversee a collection development process that reflects the varied learning needs of the school community
- Manage and maintain accurate inventory of library materials and equipment
- Ensure compliance with copyright laws and ethical use of information resources
- Collaborate with school leadership and the Media and Technology Advisory Committee on planning and budgeting
- Evaluate the effectiveness of the school library media program using established standards
- Communicate effectively with students, staff, and families about library services and resources
- Utilize technology to enhance library services and support instructional goals

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.