BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

District Library Media Coordinator

Purpose Statement
The job of District Library Media Coordinator is performed for the purpose of providing the leadership and expertise necessary to ensure that the district library media program aligns with the mission, goals, and objectives of the district. This role involves demonstrating best practices in the integration of information and technology skills across the curriculum, modeling and supporting inquiry-based learning, coordinating district and building-level library media programs, serving as Director of the Bismarck Area Teacher Center, and ensuring equitable access to information district-wide.

Supervisory Relationship
Reports to: Director Learning, Design and Innovation

Essential Functions
- **Collaborate with Stakeholders:** Work with district personnel, departments, and outside agencies (e.g., teachers, decision-makers, stakeholders, community groups, administrators, learning communities, Library Media Specialists) to create an environment where collaboration and creative problem-solving thrive, meeting state content standards and developing lifelong learners.
- **Demonstrate Best Practices:** Utilize a diverse mix of learning strategies and materials to integrate core content with technology tools and information resources, engaging students and improving learning outcomes. Oversee the development of District library media centers, ensuring teaching and inquiry-based learning opportunities.
- **Create and Implement Policies:** Develop and implement policies, procedures, and processes to provide direction, equitable access for all students, and continuous improvement of the Library Media Services (LMS) program.
- **Participate in Professional Development:** Engage in meetings, in-service training, workshops, and other professional development opportunities to improve instruction, advocate for the Library Media Program, and ensure program goals and objectives are met.
- **Select and Manage Materials:** Choose materials for the teacher center collection using approved library review media and consultation with colleagues to maintain an updated and balanced collection of resources for area educators.
- **Direct Missouri River Teacher Center:** Serve as the Director, supporting area K-12 and preservice teachers. Organize, facilitate, and manage the Missouri River Teacher Center Advisory Board and report to the Missouri River Educational Cooperative Executive Board.
- **Supervise Staff:** Oversee district library and teacher center support staff, ensuring standards are achieved and performance is maximized. Participate in hiring district library staff, coordinate library staffing hours and school assignments, and develop evaluation systems for library media specialists.
- **Instructional Partnership:** Participate in the curriculum development process at both the building and district levels to ensure curricula include the full range of literacy skills necessary to meet content standards and develop lifelong learners.
- **Professional Learning:** Design and provide district-wide professional learning regarding media, information literacy, and inquiry best practices. Offer instructional coaching to support the professional growth of library media staff.
- **Resource Management:** Work with vendors to acquire the best print, electronic, and digital resources for staff and students at fair prices. Manage district electronic resource subscriptions, troubleshoot technical issues, and coordinate with technology staff to ensure seamless access.
- **Budget Management:** Manage the district library media budget, teacher center budget, and electronic resources funding. Oversee school library budgets to ensure proper accounting and material acquisition.

- **Communication and Outreach:** Design, advertise, and provide training on materials available in the teacher center. Communicate regarding teacher center materials, services, and training. Conduct outreach to area school districts, teachers, and educational partners to improve membership and services.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills
- Proficiency in operating standard office equipment and pertinent software applications.
- Competence in preparing and maintaining accurate records.
- Ability to perform multiple technical tasks and occasionally upgrade skills to meet changing job conditions.

Knowledge
- Basic math skills, including calculations using fractions, percentages, and ratios.
- Ability to read technical information, compose documents, and facilitate group discussions.
- Familiarity with library practices, terminology, procedures, age-appropriate literature, educational technology practices, computer and Internet operations, and grammar and punctuation.

Abilities
- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work independently and collaboratively with a wide variety of individuals and groups.
- Analyze data using complex processes and operate equipment using standardized methods.
- Maintain confidentiality, meet deadlines, and adapt to changing work priorities.

Responsibility
Work independently under broad organizational guidelines to achieve unit objectives. Direct other persons within a department or across several work units. Utilize budgeted funds within a work unit and often require resources from other work units to perform job functions. Have a continual opportunity to impact the organization's services.

Work Environment
Physical demands include occasional lifting, carrying, pushing, and pulling, frequent stooping, kneeling, crouching, and crawling, and significant fine finger dexterity. Generally involves 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard-free and clean environment.

Experience
Job-related experience within a specialized field is required

Education
Master's degree in a job-related area

Certificates and Licenses
LMO1 (Library Director) Credential
Valid North Dakota Teaching Certificate

Continuing Education/Training
Maintains Certificates and/or Licenses

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Salary Grade
PN

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.