Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Coordinator – Library Media
Schedule / Grade: Curriculum Coordinator
Job Code: 01COORD204
FLSA: Exempt
Calendar: 225 Day
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 03/13/2025

PURPOSES

Columbia Public Schools is dedicated to providing an excellent education for all students. This position is responsible for implementing effective curriculum and instructional strategies for Library Media Specialists. The coordinator will collaborate with administrators and teachers to support quality curriculum implementation and instruction by providing professional development, resources, and support. This position will primarily be responsible for coordinating the K-12 Library Media Program. The coordinator will implement a district-wide vision and comprehensive strategy to ensure relevant and rigorous curriculum and instruction.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Provide leadership in improving student learning by partnering with district and building administrators.
- Plan and provide professional development in conjunction with district and building leaders.
- Collaborate with principals and library media specialists regarding program design and student achievement at the building and student levels.
- Support building administrators in media specialist hiring and placements, especially when those staff are shared across buildings.
- Support building administrators in media clerk and/or media instructional aide hiring, especially when those staff are shared across buildings.
- Analyze and evaluate the effectiveness of instructional programming and use information to improve learning and teaching.
- Analyze and evaluate professional development effectiveness and use information to improve future professional development.

- Support and engage district-level initiatives under the Executive Director of Curriculum and Instruction.
- Support library media specialists with curriculum, instruction, student learning needs and collection development.
- Work with curriculum coordinator team to align library media standards to content curriculum K-12.
- Project, manage, and monitor budgets for the department, focusing on long-range planning.
- Plan and oversee library facilities planning and renovations.
- Collaborate with community partners to promote literacy and CPS library media programs.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Executive Director of Curriculum and Instruction

Supervises: None. Leads curriculum, development and instruction support for library media specialists.

QUALIFICATIONS

Minimum: Master's degree in education or related field.
Valid Missouri K-12 Library Media teaching certification.
Demonstrated successful experience in classroom teaching.
Prior experience working as a library media specialist.
Proven track record as an educational leader among teaching staff.

Preferred: Specialist or doctorate

Ideal candidate will have a professional and friendly demeanor with a demonstrated ability to work well with a variety of individuals in a fast-paced environment

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and

abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Have strong written and verbal communication skills; Write clear and complete lesson plans; Be able to read and interpret educational and technical journal articles and Board policies; Be able to receive inquiries and complaints and respond appropriately; Be able to make effective presentations to the Board, staff and community.

Computation: Be able to do advanced mathematic calculations and apply concepts to practical situations.

Reasoning: Be able to define problems; collect data, verify facts, make valid conclusions and deal with abstract concept; Apply knowledge of current educational theory and instructional techniques.

Technology: Be able to use computers and technology, including Smart Boards, to support and deliver math curriculum.

Other skills and abilities: Establish and maintain effective relationships with teachers, administrators, students, and parents; Perform multiple tasks simultaneously.

Physical Demands: Regularly required to move about, hear and speak; must be able to travel between district facilities; must be able to complete a moderate amount of travel for conferences and trainings.

Sensory Requirements: The position requires normal visual acuity and field of vision, hearing and speaking.

Attendance: Consistent and regular attendance is an essential function of this position; requires frequent evening and/or weekend work.

Conditions and Environment: The work environment is consistent with a typical office environment; however, the person holding this position will frequently visit classrooms and facilities within District schools, which may be noisy.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer