

### DISTRICT LIBRARY-MEDIA COORDINATOR

Primary Function: Directs, manages, supervises and coordinates the activities and operations of the district media centers; Oversees the district-wide media center program; works to integrate media center services with the district strategic plan; manages the budget and resources of the libraries

Directly Responsible To: Associate Superintendent/Instruction

Directly Supervises: Classified library/media staff

### QUALIFICATIONS

Education: Valid California teaching credential  
Valid California Library Media Teacher Services credential  
Master's Degree

Experience: Successful experience as a Librarian, Library Media Teacher or related library service

### APPOINTMENT

The Superintendent shall recommend candidates to the Board of Trustees for appointment.

The candidates shall be selected from among a list of qualified applicants selected through the medium of interview and examination procedures established by the Superintendent.

## **DISTRICT LIBRARY-MEDIA COORDINATOR**

### **Position Description**

Under the supervision of the Educational Services Division, the District Library-Media Coordinator leads and directs the school libraries for all schools in the district and works to develop a library program that provides all students equitable access to information, reading materials and the acquisition of information literacy skills.

### **Primary Function/General Responsibilities**

1. Directs, manages, supervises and coordinates the activities and operations of the district media centers
2. Oversees the district-wide media center program
3. Works to integrate media center services with the district strategic plan
4. Manages the budgets and resources of the libraries

### **Curriculum**

1. Collaborates with the Director of Technology to provide leadership in the District's use of instructional technology resources to enhance learning and coordinates assimilation of the District technology master plan into media center goals
2. Oversees the selection of appropriate materials and technology which will support and enhance student academic growth and development
3. Participates in the implementation of the Digital Citizenship curriculum
4. Oversees implementation of information literacy skills
5. Enhances administrators and department chairs understanding of media center instructional program needs and services that are provided
6. Serves on Coordinating Council and the District's Technology Steering Committee

### **Leadership**

1. Works with the District to establish site media center budgets
2. Supervises, trains and evaluates District lead library technicians
3. Assists in the selection and placement of lead library technicians
4. Oversees the collection development processes which include the maintenance of accurate catalogues, records, materials and replacement selection
5. Oversees the promotion of reading programs
6. Works with administrators to develop media center hours of operation that best reflect the needs of each site
7. Directs lead technicians to coordinate and implement site media center services

8. Plans library staff development including staff meetings and district-wide staff development days
9. Advocates the principles of intellectual freedom, ethical behavior as well as copyrights laws and guidelines
10. Assumes responsibilities for federally-funded projects which make funding available for school libraries
11. Works with parent organizations and foundations in their fundraising efforts for the Libraries

### **Knowledge and Abilities**

1. Expertise in the areas of school library media program, reading, information literacy, and library information and communication technologies
2. Leadership for the effective use of library information and communication technologies in all schools
3. Leadership in staff development and instruction that align national and state school library media standards with state content standards and local practices

### **Required Experience and Training**

1. Valid California teaching credential
2. Valid California Library Media Teacher Services credential
3. Masters Degree
4. Successful experience as a Library Media Teacher

### **Other duties as assigned**