

Media Coordinator

Student Services Job Description

Please note: This job description is one of several adopted by the State Board of Education between 1984 and 1987 and was designed to correspond with the evaluation instrument. Local school systems can and often do modify the job descriptions to meet their individual needs. Please contact the [school system](#) in which you are interested for a finalized job description.

Position: Media Coordinator

In North Carolina, the library media coordinator may be identified by a variety of titles, such as librarian, library teacher or media coordinator.

Reports to: the principal and media supervisor.

Supervises: Coordinates and directs the activities of school library media support personnel including library media assistants, technical assistants, student assistants, and volunteers.

Purpose: To provide the leadership and instructional resources and services for implementation of a school library media program that serves as an integral part of a student-centered educational process.

Major Duties and Responsibilities:

Planning and implementing for teaching and learning

- Assesses learning and information needs of students and staff
- Plans and works collaboratively with teachers
- Instructs students and staff in the effective use of ideas and information
- Incorporates information literacy into day-to-day instruction
- Advocates and promotes reading and lifelong learning
- Leads in the school's use of instructional technology to enhance learning
- Upgrades professional knowledge and skills on a continual basis

Planning and implementing for information access, evaluation and use.

- Works with the principal and school leadership team to provide flexible access to school library media center resources
- Creates and maintains an environment conducive to learning
- Encourages the widest possible use of print and electronic resources and services - within the school library media center, throughout the school, and through remote access
- Leads teachers, technology staff, and students in a collaborative process to select and evaluate resources that address curricular needs and learning goals of students and teachers in the information age
- Keeps accurate inventories of print, non print, and technology materials and equipment
- Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning
- Implements an ongoing collection development and evaluation process, in collaboration with the Media and Technology Advisory Committee, focusing on a variety of formats and resources to meet diverse learning needs.
- Adheres to copyright as well as other laws and guidelines pertaining to the distribution and use of resources
- Advocates the principles of intellectual freedom and ethical behavior

Planning and implementing for program administration

- Works with school staff to design and implement short- and long-range plans to ensure balance among teaching, instructional technology, collaboration, collection development, and program management.
- 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.
- Leads in the budgetary process of the school through the Media and Technology Advisory Committee to ensure equity of access to instructional materials
- Leads the Media and Technology Advisory Committee in effective decision making to promote the school library media program
- Interacts effectively with students, staff, administration, and the general public to promote and expand the school library media program.
- Demonstrates professional integrity through ethical behavior
- Prepares and submits accurate reports as required
- Carries out assigned non-instructional duties and adheres to established laws, policies, rules, and regulations