

TITLE: District-Wide Media Coordinator

REPORTS TO: Superintendent / Building Administrator(s)

FAIR LABOR STANDARDS ACT (FLSA): Exempt. (Administrative/Professional)

QUALIFICATIONS:

1. Valid Oregon Teaching License with proper endorsement(s).
2. Master's degree or equivalent in Educational Media desirable.
3. Demonstrated abilities (written/or oral) to plan classroom instruction around district philosophy, goals, and learner outcomes.
4. Requires computer skills. Requires ability to process orders, take inventories, and file documents.
5. Requires knowledge of circulation procedures and knowledge of proper use of library.
6. Requires familiarity with audio-visual equipment and ability to make minor repairs and instruct in use of equipment.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
8. Must be proficient in English both oral and written.

JOB GOAL:

To provide a full spectrum of educational enrichment material so that each student in the district will find available instructional and non-instructional materials appropriate to their interests, abilities, and level of maturity.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. Instructional Skill

In his/her performance the media coordinator demonstrates a competent level of knowledge and skill in designing and conducting an instructional experience.

1. Assists teachers in the selection of books and other instructional materials, and makes library materials available to supplement the instructional program.
2. Arranges for interlibrary loan of materials of interest or use to teachers.
3. Assist media aide in instructing students in use of materials and of equipment.
4. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs staff and students on use of the system.
5. Assists staff and students on the use of the Internet for research purposes.

III. Classroom Management

The media coordinator demonstrates in his or her performance a competent level of knowledge and skill in organizing the physical and human elements in the educational setting.

1. Supervises the libraries in coordination with the building Administrator.
2. Assists media aide in helping students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
3. Supervises media assistants in the performance of their duties in coordination with the building administrator.

IV. Student Discipline

The media coordinator demonstrates the ability to manage the students in the educational setting.

1. Promotes appropriate conduct of students using library facilities.

V. Interest in Teaching Pupils

The media coordinator demonstrates a commitment to each pupil, taking into account each individual's unique background and characteristics. The media coordinator demonstrates enthusiasm and enjoyment in working with pupils.

1. Counsels with and gives reading guidance to students who have special reading problems or unusual intellectual interests.

VI. Knowledge of subject matter, materials, policies and regulations

The media coordinator demonstrates a depth and breadth of knowledge of theory and content in general education and subject matter specialization(s) appropriate to the elementary level and/or secondary level(s).

1. Evaluates, selects, and requisitions new library materials.
2. Takes all reasonable precautions to provide for health and safety of the students and to protect equipment, materials, and facilities.
3. Weed obsolete and worn materials from the collections.
4. Selects materials and equipment to support the curriculum, in cooperation with faculty members.
5. Provides a comprehensive collection of materials selected in compliance with basic written selection principles.
6. Knows and understands all policies, regulations, and procedures of the school and school district.

VII. Professional Commitment/Development/Improvement

The media coordinator demonstrates an awareness of his or her strengths and limitations, and demonstrates continued professional growth.

1. Participates actively in library and other educational and professional associations on the local, regional, state, and national level.
2. Maintains high professional standards.
3. Remains current in professional growth and inservice training.

VIII. Interpersonal Skills/Personal Qualities

The media coordinator demonstrates the ability to interact effectively with appropriate audiences.

1. Informs teachers and other staff members concerning new materials the library acquires.
2. Works with teachers in planning those assignments likely to lead to extended use of library resources.
3. Works to establish and maintain open lines of communication with the administration, other staff members, and district patrons.
4. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum and instructional methods.

IX. School Service

The media coordinator demonstrates a willingness to share normal school responsibilities and to help with non-instructional school events.

1. Participates in curriculum meetings.
2. Assumes other duties as assigned by the Administrator.
3. Follows all District policies and those contained in the appropriate district handbook.

X. Timeliness

The media coordinator demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Clerical: Assists in maintaining records, correspondence, notices, catalog cards, etc. Files cards, duplicates materials, processes orders, etc.
2. Circulation: Assists in shelving books, filing materials, and keeping the library in order. Assists in locating and retrieving material for library users. Makes minor repairs. Assists all library users in use of the library.
3. Audio-Visual: Assists in maintaining, locating, and circulating audio-visual equipment. Assists in keeping audio-visual resources in proper order.
4. Develops and expends the media budget.
5. Returns requests for information by the date and time specified.
6. Attends all meetings as required; attends in a prompt manner.
7. Notifies the Superintendent in the event of illness.

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment:

Contract length, salary and benefits, etc. are as outlined and agreed to in the Collective Bargaining Agreement in effect between Monroe School District #1J and Monroe Teachers Association.

Mandatory Child Abuse Reporting

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of licensed personnel.

Reviewed by: _____

Date: _____