

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Coordinator (Media)

Qualifications:

Credentials: Library Media Specialist Certification, Administrator's or Principal's Certificate desired

Education: Master's degree in Library Information Science or related field.

Training or Experience Required: Three to five years as a Media Specialist and some school administration experience.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition, must use creativity; makes public speeches or presentations or provides complex letters or reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Reports To: Director of Curriculum

Job Goal (Purpose of Position): Performs supervisory/administrative level duties under limited supervision to provide leadership and coordination in the areas of library media programs, instructional technology and instructional materials. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience.

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Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short and long range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals. (H) and contribute to quality of district programs including extracurricular programs; Be involved in personal growth and development.

Essential Job Functions/(PERFORMANCE RESPONSIBILITIES):

1. Administers and oversees the various library programs and serves as supervisor/administrator for district's library services including: computers, video studio, duplication, and textbooks. Evaluates program needs, and makes appropriate recommendations. Maintains awareness of local, state, and federal regulations regarding programs and assumes responsibility for their implementation.
2. Handles supervision of staff including hiring, performance appraisal, discipline/commendation, training, and other personnel functions.
3. Oversees departmental budget; Oversees the administration of grants and other funds. Oversees purchasing, inventory/ordering of materials; equipment use and replacement. Oversees circulating duties such as checking materials in and out; shelving materials; reading shelves; sending overdue notices and maintaining records as required.
4. Provides assistance to various campus library/media centers.
5. Devises and maintains records and reports as necessary.
6. Recommends varied instructional materials for use in classrooms.
7. Interprets test results, statistical data and district goals as they relate to programs, to administrators, staff and patrons.
8. Regularly observes instruction in classrooms, and upon request of the principal, helps teachers improve their performance.
9. Performs other duties as assigned by the Assistant Superintendent.

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Supervision exercised: Supervises a small staff of persons and provides indirect supervision over site media/library personnel.

Physical/Mental Requirements and Working Conditions:

This is an office/administrative job with few if any physical/mental requirements other than those included in the essential functions. May on occasional have to lift and transport A.V. or related equipment.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 03-08-93