



POSITION DESCRIPTION ADDENDUM FOR:
District Library Media Specialist

This is an exempt position and is compensated on an Extra Duty Contract, paid monthly over 12 months. The incumbent will report to the assigned Secondary Education Executive Director.

*The information listed under each section header is **IN ADDITION** to WCSD Media Coordinator position description.*

SUMMARY

The District Library Media Specialist is responsible for coordinating and facilitating the secondary Library Media PLCs, for collaborating with secondary school Media Coordinators, managing the district digital media library, and responding to media group email, chats, etc. to represent and support the various needs of the district media personnel.

SPECIFIC ESSENTIAL DUTIES

Works with the Secondary Education Executive Director in the facilitation of the secondary Library Media PLC meetings, conferences, training, etc.

Manages the WCSD digital media library.

Create, organize, and lead essential training quarterly for all secondary media librarians.

Responds to media group email, chats, etc. to represent and support the various needs of the WCSD media personnel.

Acts as a liaison for the schools and the District.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Understanding of the role and responsibilities of district Media Coordinators in meeting the needs of learners and the educational community.

Ability to effectively support and communicate with individuals in a variety of situations and circumstances.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to communicate inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community to appropriate district personnel. Ability to assist in the development of policies and procedures that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

EDUCATION and/or EXPERIENCE

Current WCSD Media Coordinator and minimum of 1 year experience as a Media Coordinator.

Prepared By: Learning Technology Director I	Date: 10/03/2022
Approved By: Assistant Director, Human Resources	Date: 10/04/2022
 	
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Executive Director, Secondary Education Date: 04/23/2026
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By: Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my extra duty assignment. I understand the information identified on this description is in addition to the information on the Media Coordinator position description, and it is my responsibility to review the position descriptions and direct any questions regarding the position descriptions to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	