



Job Title: Media Coordinator
Department: Media & Technology
Reports To: Assigned School Principal
FLSA Status: Exempt
Salary Schedule: TT

SUMMARY

Assesses and meets information needs of students and faculty and develops programs to stimulate student interest by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Creates and maintains an attractive environment in the media center which is conducive to positive learning. Establishes media center rules and operating procedures after receiving input from the principal and teachers.

Evaluates, selects, and orders materials and media equipment in cooperation with faculty, students, parents and administrators. It is strongly recommended that the Media Coordinator be consulted relative to all purchases related to media and equipment.

Be part of the instructional team by providing services and materials to teachers on an individual basis for the express purpose of helping them improve the quality of instructional presentations. It is suggested that the Media Coordinators meet periodically in teacher departmental meetings to give teachers ideas on how the media center can assist them. Media used, should relate to the District curriculum.

Publicizes and encourages the use of school, city, district, regional, and state library media services. The Media Coordinator should also cooperate with these different entities as much as possible.

Develops, recommends, and monitors media budget allocations as requested by the principal. Where possible, District-wide bulk ordering should be encouraged for media centers where feasible, with input from the Media Coordinators.

Supervises the media center. Also, supervises and trains media, student and volunteer aides in the operation of the school's media system, including an on-going evaluation for improvement.

Assists students and teachers in locating media that is relevant to the instructional program and suited to student needs and abilities.

Provides in-service training to teachers in the various areas of media, including an annual review at the beginning of each school year of media services available to teachers.

Regularly disseminates media related information such as guides, catalogues, schedules, materials, equipment, and services available through the media center.

Organizes and classifies all media materials in the school.

Maintains a comprehensive catalogue inventory and accounting system for all items in the media center.

Sees that all media materials and equipment are kept clean and in good repair.

Completes reports as required.

It is suggested that the District Media Coordinators be consulted as a group as new media centers are planned and established.

It is suggested that the Media Coordinators make available to the school principal, on an annual basis, the media usage by teacher.

Provides other services as may be needed in the best interest of the school's instructional program.

Selects, receives, and organizes books, multimedia, and other materials and equipment.

Suggests appropriate books and multimedia to students for classroom assignments and personal access.

Assists students and faculty with use of public access catalog.

Assists students and faculty with online searches and research projects.

Plans and carries out student instruction program for school library media center.

Prepares and administers budget for media center.

Investigates technologies that will improve services.

SUPERVISORY RESPONSIBILITIES

This position has no direct supervisory responsibilities with the exception of Intermediate School Media Coordinators. Intermediate School Media Coordinators supervise the Elementary School Media Assistants in their cone sites.

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.*

Ability to read, analyze, and interpret technical journals and legal documents. Ability to respond to common inquiries or complaints from parents, community, and staff members. Ability to effectively present information parents, community, and students. Fluent in English. ESL endorsement would be beneficial.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to apply common sense understanding to carry out essential duties of this position.

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to

troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university.

CERTIFICATES, LICENSES, REGISTRATIONS

An active Utah School Librarian/Media License or an Active Utah Teaching License with a Media endorsement required.

PHYSICAL DEMANDS *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.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually quiet.

Prepared By: Technology Department		Date: 08/01/2005
Approved By: Executive Director, Human Resources		Date: 08/01/2005
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	