

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COORDINATOR 1I – DISTRICT MEDIA RESOURCES AND SERVICES

QUALIFICATIONS:

- (1) Master's Degree with certification as a School Media Specialist.
- (2) Minimum of five (5) years of experience as School Media Specialist.
- (3) Administrative experience preferred.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of theories, principals and practices of information science. Knowledge of District media program, including personnel, services, facilities, technology and operation of centralized services. Knowledge of state, regional and national standards. Ability to analyze, describe and evaluate existing programs. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director II – Evaluation Services

JOB GOAL

To provide leadership and direction for the continuous improvement of the educational media program to further student achievement and support the philosophy, goals and objectives of the District.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Identify, select or develop short- and long-range goals for the media program involving school-based personnel and curriculum needs.
- * (2) Assist principals in development, implementation and improvement of media programs and media budget management.
- * (3) Coordinate district instructional materials adoption involving program specialists, school personnel and lay citizens.
- * (4) Serve as administrative contact for media programs and materials selection.
- * (5) Represent District at national, regional and state conferences.
- * (6) Coordinate adoption of materials to assure compatibility with District goals and objectives.

COORDINATOR II – DISTRICT MEDIA RESOURCES AND SERVICES (Continued)

- * (7) Assist in developing educational specifications for media center for new construction and renovation purposes.
- * (8) Disseminate information and materials from external agencies to schools.
- * (9) Provide a centralized media collection to support teachers and learning to eliminate the need to replicate in every school or Center.

Inter / Intra-Agency Communication and Delivery

- * (10) Interact with schools, outside agencies and the community to enhance understanding of District goals and objectives.
- * (11) Implement an effective public relations program to promote media resources and programs.
- * (12) Support and participate in the school improvement process when requested.
- * (13) Provide technical assistance to school media personnel.
- * (14) Communicate with administrators, teachers and news media the principals of intellectual freedom and adherence to copyright laws.
- * (15) Serve as liaison in the District's participation in library networking, resource sharing and other cooperative activities.

Professional Growth and Improvement

- * (16) Provide inservice activities to support teachers in the classroom teaching process.
- * (17) Establish, maintain and promote a collection of current professional resources for media specialists and teachers.
- * (18) Update professional skills and knowledge to keep abreast of recent developments in education and technology.
- * (19) Conduct a needs assessment annually to determine professional growth needs.
- * (20) Promote the professional growth of self and staff.
- * (21) Attend local, state and national conferences and meetings to stay abreast of recent trends and programs.

Systemic Functions

- * (22) Respond to inquiries in a timely and courteous manner.
- * (23) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (24) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (25) Represent, consistently, the District in a positive and professional manner.
- * (26) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (27) Provide leadership and direction for assigned programs or department.
- * (28) Provide leadership in the development of annual goals and objectives.
- * (29) Exercise proactive leadership in promoting the vision and mission of the District.
- * (30) Set high standards and expectations for self and staff.
- * (31) Demonstrate initiative in identifying potential problems or opportunities for improvement and taking appropriate corrective action.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

COORDINATOR II – DISTRICT MEDIA RESOURCES AND SERVICES (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 11

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 10

Date of Board Approval: August 21, 2001

Date of Revision: May 17, 2005