



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Senior Coordinator, Media and Instructional Materials Services

FLSA Status: Exempt

Salary Grade, if non-union: SG20

Pay Grade, if union:

Non-Union or Specific Collective Bargaining Agreement: Non-Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to provide leadership and expertise in the development, implementation and evaluation of the school library media program and instructional materials to promote student learning and teacher effectiveness for the benefit of the system's total educational program. To coordinate all aspects of the school library media program, district library media services, and management, oversight, and leadership of instructional materials adoptions, purchases, and implementation of inventory as they relate to the District.

Essential Functions of this Job

Provide leadership and expertise for the development and improvement of school library media centers. Serves on district wide committees and as a liaison to the state department of education and other districts.

Provides effective leadership in developing, implementing and evaluating plans for a comprehensive, district wide library media program. Coordinates the planning and design of new, renovated, and existing school library media facilities. Assists in the development of in-service staff development for school library media staff and other school personnel in the use of print and electronic resources and services. Communicates the district's vision, goals, and priorities regarding school library media programs to the public.

Develops, proposes, coordinates and justifies departmental budget and the allocation of state and federal library media funding. Facilitates and monitors Title V and Library Materials Media allocation. Guides library media specialists and principals in the selection and purchase of materials and equipment. Researches, initiates, and encourages grants and external funding opportunities for the support and enhancement of school library media programs.

Advocates for school library media programs within the school system and the community. Serves as a

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liaison between the school and other agencies regarding school library media program issues. Adheres to and advises all school personnel regarding copyright and guidelines for resource usage. Advocates the principles of intellectual freedom and ethical behavior. Supervises countywide purchase of services (electronic and print) for all media centers.

Collaborates with other program directors to affect student achievement and media specialist effectiveness. Teams with other technology staff on standardization of equipment and software purchases across district. Collaborates with other libraries and agencies to share learning opportunities. Works with principals, teachers, and district level directors to assure equity of resources across program and buildings. Coordinates and promotes the role of school libraries in support of standards, achievements, diversity, equity, and information literacy.

Assists principals and site-based committees in the selection, recruitment and placement of school library media personnel. Assists principals in the delegation and supervision of school library media personnel responsibilities. Supports school library personnel in the daily operation of the school library media program. Supervises district level teacher resource specialist, automation specialists, and library media support personnel. Serves as first level of support to school for Follett support.

Supervises the annual state textbook adoption process including pre-adoption training and evaluations, communications with all stakeholders, purchase/acquisition, inventory, implementation, and evaluation of instructional materials. Collaborates with various departments to ensure best practices in regard to instructional materials usage.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, practices and techniques of media and their relation to school media programs. Ability to organize, train and direct school library programs. Ability to have an effective working relationship with the public, media specialists, district and school administrators. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Currently hold a Florida teaching certification, a Master's degree from an accredited college/university or equivalent in Library/Information Science or related Master's degree program; a minimum of five years successful experience in K-12 libraries, working knowledge of current practices and research in school libraries, experience in planning and conducting professional development.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with internal and external contacts, and with the public.

Physical Environment:

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

Local Code: 1302

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EEO5: 43
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The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.