

Job Title: Coordinator Library Media Services **Wage/Hour Status:** Exempt
Reports to: Director Digital and Learning Resources **Pay Grade:** 105
Dept/School: Digital and Learning Resources **Date Revised:** October 4, 2024

Primary Purpose

Perform managerial, supervisory, and coordinating tasks to assure every student and teacher has resources needed to facilitate and enhance the learning/teaching process. Supervise personnel in Library Learning Resources and Campus Librarians. Serve as Copyright Compliance Officer for the District.

Qualifications Education/Certification

Master's Degree in Library and Information Sciences
Valid Texas School Librarian Certification (All levels)

Special Knowledge/Skills

- Knowledge of library automation hardware and software, and electronic resources
- Knowledge of information literacy programs that integrate the teaching of locating, evaluating, and the use of information within the teaching of subject content
- Knowledge of copyright guidelines and other intellectual property issues

Experience

Five (5) years as a school district librarian

Major Responsibilities and Duties

Instructional and Program Management

1. Initiate and supervise the development and implementation of an action improvement plan for district libraries that correlate to curriculum and instruction.
2. Utilize student achievement data, initiate a program that includes goals and objectives, strategies for implementation and monitoring.
3. Ensure that the program is consistent with site-based decision-making concepts and with district, state, and federal guidelines.
4. Assist the Chief Academic Officer, Academics, to assure an effortless flowing support system for libraries in their provision of resources to enhance curricula and support student interests.
5. Promote expansion of information literacy programs that integrate the teaching of finding, evaluating, and using information within the teaching of subject content.
6. Support campus-initiated instructional projects by providing resources where needed.
7. Serve as resource person throughout the district in issues involved in technology and information literacy.
8. Coordinate and implement a continuous review of Pre-K through 12 library programs.
9. Perform other duties as assigned by supervisor.
10. Continued campus training and support for device usage.
11. Implementation and standardization of digital for device usage.
12. Digital citizenship training for students.

Policy, Reports and Law

As Copyright Compliance Officer

13. Educate employees about federal copyright law.
14. Promote adherence to copyright guidelines and assist principals, teachers, and librarians in working within those guidelines.
15. Provide formal and informal technical assistance for campus administrators, librarians and other district personnel in incidents involving censorship, the universal right to read and access to information and ideas.

Budget and Inventory

16. Develop, submit, and administer budget requests for the school district library media program.

17. Demonstrate responsible fiscal control over assigned program.
18. Supervise and review the ordering and receiving of all materials for the District's libraries.
19. Monitor the use, care, and replacement of capital equipment.
20. Prepare bid specifications for books, magazines, library supplies, library furniture and equipment, multimedia materials, and other instructional materials, as needed.
21. Serve as a resource for bids and purchase orders requiring Board approval for library materials and services.
22. Plan for facilities design, staffing, selection, acquisition and organization of materials, equipment, furniture, and technology for library media centers in new schools.
23. Assist Audit and Campus Accounting in preparing the Accounting Manual section on libraries.

Personnel Management

24. Work with principals and Human Resources in the recruitment, screening, selection, orientation, and evaluation of library media personnel.
25. Serve as liaison between librarians, administration, and various departments, especially in the dissemination of resources throughout the district.
26. Assist campus administrators and librarians in the planning and review of campus library schedules and resources.
27. Supervise, coordinate, and evaluate personnel assigned to Library Learning Resources.
28. Employ effective interpersonal and communication skills.
29. Prepare, review, and revise job descriptions in one's area of responsibility.
30. Develop, design, and provide professional development opportunities for librarians and library staff.
31. Assign mentors for campus librarians, especially those new to the profession and/or district.

Communication and Community Relations

32. Participate in district and community activities and interpret instructional programs and resources to the public and the community.
33. Serve as a liaison with outside sources, including library administrators from other districts, El Paso Area Libraries Consortium, El Paso Public Library, El Paso Community College, University of Texas at El Paso, Texas State Library, Texas Education Agency (TEA), and the Texas Library Association.
34. Is active in professional organizations, giving the district a high profile in the state and the region.

Supervisory Responsibilities

35. Oversee a network made up of an on-line catalog of holdings of district libraries, access to the Internet and other electronic resources.
36. Plan, coordinate, and evaluate the use of technology in the district's libraries and provide technical assistance throughout the district, as required, especially in the areas of acceptable use guidelines in using the Internet.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Develop and maintain a positive and collaborative climate interdepartmentally and within the library learning resources area. On call for trouble shooting questions or problems involving library technology, acceptable use guidelines, copyright, information literacy, and anything that involve library learning resource centers and librarians.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____
Date: _____

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