SCHOOL LIBRARY MEDIA COORDINATOR (076)

In North Carolina, the school's library media coordinator may be identified by a variety of titles, such as librarian, library teacher, or media specialist. The official title for certification purposes is school library media coordinator, and this position is considered a teaching certification.

CERTIFICATION: Approved program requirements that must be met to qualify for K-12 School Library Media Coordinator certification are at the master's degree level and were adopted by the State Board of Education in 1987.

SCHOOL LIBRARY MEDIA JOB DESCRIPTION

REPORTS TO: Principal and Media Supervisor

SUPERVISES: Coordinates and directs the activities of school library media support personnel including library media assistants, technical assistants, student assistants, and/or volunteers.

PURPOSE: To provide the leadership and instructional resources and services for implementation of a school library media program that serves as an integral part of a student-centered educational process

DUTIES AND RESPONSIBILITIES

1. MAJOR FUNCTION: Planning and Implementing for Teaching and Learning

   1.1 Assesses learning and information needs of students and staff
   1.2 Plans and works collaboratively with teachers to use appropriate resources that address curricular needs and learning goals
   1.3 Works with the principal and school leadership team to provide flexible access to the instructional services of the school library media coordinator
   1.4 Instructs students and staff in the effective use of the media center and its resources
   1.5 Incorporates information literacy into day-to-day instruction
   1.6 Advocates and promotes reading and life-long learning through motivational activities
   1.7 Collaborates with the Instructional Technology Facilitator to provide leadership in the school's use of instructional technology resources to enhance learning
   1.8 Follows a plan for personal professional development and actively seeks out opportunities to grow professionally

2. MAJOR FUNCTION: Planning and Implementing for Information Access, Evaluation, and Use

   2.1 Creates and maintains an environment conducive to learning
   2.2 Works with the principal and school leadership team to provide flexible access to school library media center resources to accommodate individuals and groups simultaneously
   2.3 Organizes school library media facilities and resources in a manner that supports the mission, goals, and objectives of the school and maximizes intellectual and physical access to resources
   2.4 Encourages the widest possible use of print and electronic resources and services--within the school library media center, throughout the school, and through remote access

2.5 Works cooperatively with other libraries and agencies to share resources that enhance teaching and learning
2.6 Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources
2.7 Advocates the principles of intellectual freedom

3. MAJOR FUNCTION: Planning and Implementing for Program Administration

3.1 Works with school staff to design and implement short- and long-range plans that ensure balance among all aspects of the school library media coordinator's role and responsibilities
3.2 Develops and implements an ongoing collection development and evaluation planning process, in collaboration with the Media and Technology Advisory Committee, that focuses on a variety of formats and resources to meet diverse learning needs
3.3 Evaluates and selects resources that build a collection addressing curricular needs and learning goals in collaboration with teachers, technology staff, and students
3.4 Maintains a collection addressing curricular needs and learning goals
3.5 Evaluates the school library media program on a continual basis according to accepted standards of quality
3.6 Plays a leading role in the school's budgetary process to ensure funding for the school library media program to support school-wide goals
3.7 Leads, in partnership with the Instructional Technology Facilitator, the Media and Technology Advisory Committee in effective decision making to promote the media and technology program
3.8 Interacts effectively with students, staff, administration, parents, and the community to promote and expand the school library media program
3.9 Prepares and submits accurate reports as required
3.10 Adheres to established laws, policies, rules, and regulations
3.11 Carries out non-instructional duties as assigned and/or as need is perceived