



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Coordinator of Library Media Services

F.L.S.A. Exempt

REPORTS TO: Director of Instructional Technology – Academic Services

TERMS OF EMPLOYMENT: New teachers 191 days + 5 additional days; returning teachers 188 days + 5 additional days with benefits provided according to the Park Hill School District teacher agreement.

QUALIFICATIONS:

- Master's Degree in Library Science and/or Educational Technology; Specialist's Degree with major concentration in library/media or education technology preferred.
- Certification for School Library Media Specialist, K-12 preferred.
- Valid Missouri Teaching Certificate.
- Experience with automated library catalogs and knowledge of unified cataloging standards.
- Experience in curriculum development, library media collection development, and management of curriculum resources.
- Strong instructional background and ability to work effectively with school and district leadership, library media staff, teachers, and students.
- Understanding of curriculum development processes and effective instructional strategies.
- Proven knowledge of digital instructional applications with an emphasis on information technologies.
- Knowledge of library and instructional trends and innovations.
- Supervisory skills.

ESSENTIAL JOB FUNCTIONS:

1. Develop and implement professional development for the effective use of literature, media and technology resources.
2. Monitor library programs for effective utilization of sound instructional practices, and effective use of literature, media, and technology for K-12 students.
3. Develop and maintain policies & guidelines for school library media department, programming and collection development.
4. Coordinate the selection, acquisition, processing and maintenance of materials and equipment for professional and school library media centers (i.e. collection development, Park Hill standards).
5. Prepare and administer media and instructional technology budgets according to program needs and objectives.

Coordinator of Media & Instructional Technology Services (continued)

6. Participate in district-wide curriculum materials.
7. Supervise the processing of media and curriculum materials.
8. Submit district reports for the library media department.
9. Work with library media specialists to design and implement short and long range collection development plans.
10. Serve as the administrator of digital resources and eBook platforms, providing training to library staff, and monitoring district purchases according to established budgets.
11. Assist the Director of Instructional Technology with the collection of anecdotal evidence and other data to aid in the evaluation process of library media specialists.