

POSITION DESCRIPTION

TITLE:	Library Media Coordinator	SUPERVISOR:	Director of PreK/Elementary Education
DEPARTMENT:	Division of Teaching and Learning	CLASSIFICATION:	Certified

- I. Accountability Objectives:** 1) Coordination of the library media program; 2) coordination of Media Services; 3) administration of the library automation systems; 4) elementary instructional resources.
- II. Position Characteristics:**
Recruited by: Executive Director of Human Resources
Salary: On Schedule
Length of Contract: 189 School Year Days + 15 Days extended
- III. Position Relationships:**
Reports to: Director PreK/Elementary Education
Coordinates with: Library Media Specialists, Division of Teaching & Learning, administrators, and teachers.
Supervises: Media Services support staff
- IV. Position Qualifications:**
- A. Required Qualifications:
Wisconsin certification for the position.
- B. Desired Qualifications:
Master's degree; experience in school libraries; experience with cataloging and managing a library automation system.
- C. Special Requirements:
Ability to coordinate a library media program.
- V. Position Responsibilities:**
- A. Library Media Coordination (30%)**
1. Coordinates the library media program, K-12.
 2. Supervises the Common School Fund allocation for budget and purchasing of library resources.
 3. Promotes intellectual freedom and provides support for staff on censorship issues or Requests for Reconsideration of Materials.
 4. Assists with the recruitment, interview process, and training for new library media specialists.
 5. Serves as the district copyright officer. Advises staff on the educational fair use of items protected by the copyright law.
 6. Coordinates the summer library program, K-12.
 7. Coordinates interlibrary loan and resource sharing.
 8. Participates in district library media and information technology program evaluations.
 9. Participates on district information and technology teams and committees.
 10. Collaborates with local, regional, state, and national library and technology professionals.

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11. Participates on Wisconsin Department of Public Instruction councils, committees, and boards as assigned by the Governor or the State Superintendent.

B. Curriculum (7.5%)

1. Provides leadership in the vision and the integration of Information Technology Literacy Standards (ITLS) into all curricular areas.
2. Collaborates with Curriculum and Instruction staff on new curriculum adoptions, providing research, literature connections and instructional resource support.
3. Assists with facilitating common assessment workshops with teams of library media specialists and teachers to develop exemplary lessons.

C. Information Research

1. Provides information research services for administrators and teachers.

D. Staff Development (10%)

1. Provides staff development for library media specialists, K-12, and teachers.
2. Provides staff development for all users of the library automation system.

E. Collection Development

1. Coordinates the selection and purchase of library resources.
2. Advises library media specialists on collection development strategies and resources.
3. Supervises Media Services support staff in spending Common School Fund allocation as budgeted in each school and ordered by the library media specialist.
4. Selects resources for the District IMC collection.
5. Advises library media specialists on appropriate “item end of life” withdrawal procedures.

F. Web Design

1. Web publishing of Library Online resources, ITLS curriculum, Library Media Specialists Handbook, Media Services web page.

G. L.E. Phillips Memorial Public Library Board of Trustees

1. Represents ECASD as the Superintendent’s designee; serves on the executive team (vice-president); serves as chair of the Planning Committee.

H. Library Automation System Administration (35%)

1. System administration of Horizon server
 - a. Searching setup, indexing, security and preferences
 - b. Maintenance, day end, and daily processes.
 - c. Horizon views, user management, statistics
 - d. Importing borrower data for students and faculty
 - e. Upgrades
 - f. Training and supporting of all users.
2. Cataloging setup and maintenance
 - a. Bibliographic records, authority records,
 - b. Collection codes and item types
 - c. Importing MARC (MACHINE Readable Cataloging) records from Library of Congress, WISCAT, OCLC Cat Express, and vendors.
 - d. Exporting MARC records to the WISCAT statewide database.

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- e. Evaluates and incorporates emerging technologies that improve our workflow and efficiency.
 3. Circulation setup and maintenance
 - a. Location parameters, circulation privileges, blocks, and reports.
 - b. Requests (Virtual Library)
 4. iPAC (Internet Public Access Catalog) server
 - a. Server administration, preferences, and profiles.
 - b. Dynamic indexing
 - c. Rebuilding backup and restarting server regularly
 - d. Good Books tab for lists of favorites, recommendations, etc.
 5. Horizon Web Reporter server
 - a. Desktop software for administrative design of reports
 - b. Narrowcast server allows reports to be scheduled to be delivered via email to users at a specific time.
 - c. Web application allows staff to execute reports as needed.
- I. Cataloging of library resources, textbooks, and equipment (20%)**
1. Trains library assistants to search, identify, and import MARC records.
 2. Trains library assistants to create MARC records as needed.
 3. Review and edit *each* bibliographic record focusing on MARC tags, subfields, indexing, call number, and authorities: authors, series, and subjects.
- J. Supervises budgeting, ordering, cataloging, circulation, inventory and distribution of Instructional Resources.**
- K. Perform other duties as directed by the administration.**

*Eau Claire Area School District
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New: 08/23/2007

Revised: 01/2010 (Replaces District Media Coordinator K-12), 11/2010 (Updated job title references)

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