

**Job Title:**                    **Coordinator – District Media Resources and Services**



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Exempt  
**Reports to:**            Appropriate Supervisor or Designee  
**Supervises:**            Appropriate Staff as required  
**Pay Grade:**            Administrative – 10

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to provide leadership and direction for the continuous improvement of the educational media program to further student achievement and support the philosophy, goals, and objectives of the District.

## **ESSENTIAL JOB FUNCTIONS**

- Identifies, selects, or develops short- and long-range goals for the media program involving school-based personnel and curriculum needs.
- Assists principals in development, implementation, and improvement of media programs and media budget management.
- Coordinates District instructional materials adoption involving program specialists, school personnel, and lay citizens.
- Serves as administrative contact for media programs and materials selection.
- Represents District at national, regional, and state conferences.
- Coordinates adoption of materials to assure compatibility with District goals and objectives.
- Oversees District technology renewals.
- Oversees District-wide inventory and ordering/transferring of materials.
- Assists in developing educational specifications for media center for new construction and renovation purposes.
- Disseminates information and materials from external agencies to schools.
- Provides a centralized media collection to support teachers and learning to eliminate the need to replicate in every school or Center.
- Interacts with schools, outside agencies, and the community to enhance understanding of District goals and objectives.
- Implements an effective public relations program to promote media resources and programs.
- Supports and participates in the school improvement process when requested.
- Provides technical assistance to school media personnel.

- Communicates with administrators, teachers, and news media the principles of intellectual freedom and adherence to copyright laws.
- Serves as liaison in the District's participation in library networking, resource sharing, and other cooperative activities.
- Provides in-service activities to support teachers in the classroom teaching process.
- Establishes, maintains, and promotes a collection of current professional resources for media specialists and teachers.
- Attends local, state, and national conferences and meetings to stay abreast of recent trends and programs.
- Responds to inquiries in a timely and courteous manner.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution.
- Certified by the state of Florida in the assigned content area.
- Minimum ten (10) years of successful teaching/administrative experience.
- Experience in Administration and Supervision preferred.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of theories, principals, and practices of information science.
- Requires the ability to display knowledge of District media program, including personnel, services, facilities, technology, and operation of centralized services.
- Requires the ability to display knowledge of state, regional, and national standards.
- Requires the ability to analyze, describe, and evaluate existing programs.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Requires the ability to develop policies, long range plans, and allocate funds.
- Requires the ability to oversee numerous functions and staff.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned division.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to create plans for and guide implementation of new technology systems.

**PHYSICAL DEMANDS**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, handling, hearing, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**