

MEDIA COORDINATOR - DISTRICT

- QUALIFICATIONS:**
1. Hold valid State of Wisconsin Library license (91, 92)
 2. Masters Degree in Library Media or Instructional Technology
 3. Previous experience as a librarian and/or media specialist
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Director of Instruction

SUPERVISES: Clerical and student support staff

JOB GOAL: To establish and coordinate the services of a network of superior school library-learning centers appropriate to the educational needs of all students in the district.

PERFORMANCE RESPONSIBILITIES:

1. Establish a central shelf list for all of the schools and libraries in the district;
2. Assumes the responsibility for long-range planning for the district's total library services;
3. Establishes and administers coordinated procedures for interlibrary loans;
4. Maintains open communications and cordial relations with the professional staff of the municipal library system for the resolution of mutual problems and the full utilization by the school of the municipal library services;
5. Interprets the district's school library program to the news media and the public;
6. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.