



SCHOOL LIBRARY MEDIA COORDINATOR (076) SAMPLE JOB DESCRIPTION

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

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. Along with a teaching license, requirements include:

- One of the following:
 - Completion of an approved program for a media coordinator at the master's degree level or above
 - Completion of an approved program after July 1, 1984, allows a provisional license upon employment with requirement to update to master's degree level
 - Obtain a provisional media coordinator license
- NTE/Praxis Library Media Specialist. [Educational Testing Service \(ETS\)](http://www.ets.org)

(Certification information is located on the NC Department of Public Instruction's website: <http://www.ncpublicschools.org/licensure/administrator/>)

REPORTS TO: Principal and/or District Level Supervisor

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

Adapted from the elements of the *North Carolina School Library Media Coordinators Standards*, performance indicators of the *Rubric for Evaluating North Carolina's School Library Media Coordinators*, and the School Library Media Coordinator (076) Job Description in *IMPACT*.

Roles	Responsibilities
<p>Leader</p> <p>School library media coordinators demonstrate leadership.</p>	<ul style="list-style-type: none"> ● Collaboratively creates, aligns and implements a program informed by state and national guidelines and research-based best practices ● Provides leadership in collaboratively planning, promoting, and sustaining the school library media program, services, and resources ● Establishes the library media center as both a physical and virtual shared space,

	<p>open, equitable and accessible for knowledge construction, collaboration and inquiry-based learning</p> <ul style="list-style-type: none"> ● Provides leadership in creating digital age learning environments ● Participates in and/or leads the development and implementation of the school improvement plan ● Participates in the recruitment hiring process and/or mentoring of school-based educators ● Works collaboratively with school personnel for strategic planning, to create professional learning communities, and to integrate information and instructional technology into all curricular areas ● Models and leads twenty-first century teaching and learning concepts and strategies ● Participates in and/or leads a Professional Learning Community, School Improvement Team, and/or Professional Learning Network ● Provides professional development on integrating information and instructional technology into all curricular areas ● Advocates for effective media programs ● Provides leadership beyond the school level in communicating the impact of the library media program on twenty-first century content and skills ● Models high ethical standards and educates students, teachers, and other members of the school community to use best practices in copyright, ethical access and use of resources, intellectual property, and digital citizenship ● Partners with other libraries and community organizations to promote the use of best practices in copyright, ethical access and use of resources, intellectual property, and digital citizenship
<p>Learning Environment Creator</p> <p>School library media coordinators build a learning environment that meets the instructional needs of a diverse population of students.</p>	<ul style="list-style-type: none"> ● Creates a welcoming and accessible physical space that facilitates active learning, promotes participation, collaboration and teamwork, and provides flexibility to accommodate multiple learning styles, twenty-first century skills, and reading enjoyment ● Establishes a learning environment that facilitates access to resources and addresses the learning needs of all members of the school community ● Utilizes data to understand the diverse needs of the school community and to recommend to school and/or district administrators changes to education programs and policies ● Fosters global literacy, awareness and cultural understanding ● Collaborates with teachers to develop culturally relevant classroom instructional practices ● Leads professional development on resources and instructional strategies to meet

	<p>the needs of a diverse population of students</p> <ul style="list-style-type: none"> ● Uses technology, research-based, innovative instructional strategies to deliver instruction, engage students, and cultivate and support students' reading interests ● Collaboratively designs differentiated instruction that assures the integration of content, pedagogy, and technology across the curriculum ● Guides students to utilize critical thinking and creativity in the creation of new content ● Facilitates the collaborative design of learning experiences that cultivate creativity and critical thinking ● Leads professional development in the design of learning experiences that result in student-created content
<p>Program Administrator</p> <p>School library media coordinators implement a comprehensive twenty-first century library media program.</p>	<ul style="list-style-type: none"> ● Makes their skills and expertise as well as the learning space and resources of the library media center flexibly available and easily accessible to all members of the school community ● Systematically collects and utilizes data to collaboratively develop and regularly update the collection management plan ● Ensures that the library collection is aligned with and supports the NC Standard Course of Study and provides for the recreational and informational needs of students in a variety of formats ● Uses collection management plan data to administer the program budget and solicit external resources to support collection development ● Provides leadership beyond the school level in best practices regarding the development and implementation of a high quality collection management plan ● Encourages teachers and students to apply an inquiry-based approach to learning through leading and collaboratively planning, implementing, and assessing inquiry-based instruction ● Ensures that library resources and technology are flexibly available and easily accessible ● Shares data about library accessibility, the connection between an open and flexibly scheduled library media program, collaboration with classroom teachers, and student learning
<p>Teacher</p> <p>School library media coordinators demonstrate knowledge of learners and learning and promote effective instructional practices.</p>	<ul style="list-style-type: none"> ● Utilizes participatory and social learning experiences in instruction and collaborates with school staff to incorporate these experiences into their instructional practices ● Integrates twenty-first century skills in instructional design, delivery, and assessment to meet curriculum objectives and produce positive learning outcomes for students ● Teaches students to use effective strategies for accessing, evaluating, and

	<ul style="list-style-type: none"> ● synthesizing information resources to support learning ● Collaborates with teachers to integrate effective strategies for accessing, evaluating, and synthesizing information resources to support teaching and learning ● Utilizes a research model in the school library media center and works with teachers to implement a school wide research model ● Provides educational opportunities at the district, state or national level for professional staff members regarding the safe, ethical and appropriate use of information and technology resources ● Champions reading for information, pleasure and lifelong learning ● Builds relationships with students to discover reading interests and assist in finding engaging and appropriate materials to encourage a love of reading ● Partners with teachers in identifying the reading interests and needs of students and recommending appropriate resources to support reading instruction ● Involves stakeholders in leisure reading activities ● Provides leadership in implementing community partnerships to support literacy programs
<p>Reflective Practitioner</p> <p>School library media coordinators reflect on their practice.</p>	<ul style="list-style-type: none"> ● Develops and implements a long-term strategic library program plan that is based on evidence and best practices and reflects the goals of the school improvement plan ● Collects and uses relevant data to improve their professional practice, the library media program, and the overall school program ● Conducts action research to determine the impact of the school library media program on student achievement ● Collaborates with stakeholders and leverages resources to use action research findings in the implementation of the school library media program ● Actively seeks ongoing professional development to improve professional practice and the effectiveness of the library media program ● Adapts professional practice based on research and student data to support school goals ● Routinely monitors the impact of changes to professional practice ● Shares the results of monitoring activities with stakeholders and uses the results to improve the school library media program

Acknowledgements

We would like to express our appreciation to the following participants who contributed their expertise to the development of this document.

NCSLMA Workgroup

Caryn Levy, Mountains Director, NCSLMA; School Library Media Coordinator, Buncombe County Schools
Dr. John Harer, Coastal Director, NCSLMA; Program Coordinator, Library Science College of Education, ECU
Joanna Gerakios, President, NCSLMA; Media and Instructional Technology Facilitator, Pitt County Schools
Kathy Parker, State Liaison, NCSLMA; School Library Media Consultant, North Carolina Department of Public Instruction
Dr. Lou Sua, University and College Liaison, NCSLMA; Graduate Program Advisor, Library Science College of Education, ECU
Dr. Robin Boltz, Educational Partnerships Section Chair, NCSLMA; Library Director, NC School of Science and Math
Dr. Sandra Andrews, Piedmont West Director, NCSLMA; Director of Instructional Technology, Lincoln County Schools
Tracy Bell, Piedmont East Director, NCSLMA; School Library Media Coordinator, Durham Public Schools

Contributors

Janet Jones, District Media Specialist, Virtual Learning and Media Services, Charlotte-Mecklenburg Schools
Jennifer Northrup, Digital Teaching and Learning Consultant, NC Department of Public Instruction
Lisa D. Phillips, Library Media Services Coordinator, Technology Services, Union County Public Schools
Mary Gray Leonard, Director of Media and Educational Technology, Durham Public Schools

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