



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8760  
Pay Grade: E05

FLSA: Exempt  
PTS

<b>PROGRAM COORDINATOR, LIBRARY MEDIA</b>
<b>REPORTS TO:</b> Director, Media, Text, and Digital Learning
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university with certification in Educational Media Specialist (PK-12) or equivalent certification as defined by the Florida Department of Education. Five (5) years experience as a library information specialist or school library media specialist to include three (3) years successful teaching experience. Demonstrated organizational and communication skills.
<b>PREFERRED:</b> Master's degree in Library and Information Science from a college or university accredited by the American Library Association (ALA), and certification in Educational Leadership.
<b>MAJOR FUNCTION</b>
The Program Coordinator, Library Media is responsible for the supervision of library media/technology in elementary, middle, and high schools; and in exceptional student and adult centers. The Program Coordinator is responsible for developing strategic plans aligned to customer requirements, deploying processes to support strategic goals, developing and monitoring progress toward goal measures, and evaluating results to provide quality library media programs and services that support the highest achievement for each student.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Communicates, plans collaboratively, and develops partnerships with other district departments, school administrators, vendors, library information specialists, and the community</li> <li>• Consults with architects, principals, and library information specialists to administer the educational specifications for new construction/remodeling projects of library information centers, including furniture, shelving, network infrastructure, security system, and installation</li> <li>• Recommends to principals and library information specialists the purchase of equipment to support audiovisual production, computer technology, local area network, and multimedia production</li> <li>• Advises library information specialists on the selection and utilization of library materials, including print resources, audiovisual materials, computer software, and online services</li> <li>• Serves as consultant to library information specialists, principals, central office staff, colleges and universities, professional organizations, and community groups</li> <li>• Promotes, reviews, and communicates progress toward division goals</li> <li>• Manages data collection and reporting functions in library media/technology; uses data in decision making</li> <li>• Represents library media/technology on cross-functional teams</li> <li>• Represents the district at state, regional, national, and international conferences on educational research and effective practices in library media/technology</li> <li>• Serves as liaison with community groups, parents, colleges and universities, and other agencies</li> <li>• Coordinates short- and long-term goal setting to support the District Strategic Plan, as well as the planning process and performance measures within the office, department, and division</li> </ul>

## PROGRAM COORDINATOR, LIBRARY MEDIA

### ESSENTIAL RESPONSIBILITIES (Continued)

- Communicates budget needs to the Teaching and Learning Services Team
- Solicits and listens to customer input from staff, schools, parents, and community
- Monitors customer satisfaction results regarding products, services, and transactions
- Develops customer service standards for the library media/technology office
- Keeps abreast of the rapidly changing technological advances and current educational philosophy
- Supervises the cataloging of print and non-print resources, application for the statewide union catalog, maintenance of the media resource library, and reinforcement of copyright law throughout the county
- Maintains an information system that supports the facilitation and monitoring of division goals and initiatives
- Interprets impact of state legislation and state board rule on library media/technology
- Plans, coordinates, and presents in-service opportunities for library information specialists, media assistants, teachers, and administrators on national educational trends in the profession that support state standards and district strategic directions for highest student achievement
- Provides training for all library information specialists in using library media/technology as learning tools
- Encourages library information specialists' involvement, empowerment, responsibility, and innovation in school improvement activities
- Collaborates to ensure the hiring, orientation, recognition, and career development of high-performing library information specialists
- Allocates available resources to school library information centers to support district goals, including block grant and state allocation
- Writes grants and supports library information specialists in writing grants to support district goals through library media/technology programs, including Extended Access Grant of Library Media Services, and SUNLINK grants
- Manages partnerships with vendors to provide for software maintenance agreements for library information center support and to assist schools in securing appropriate periodical subscriptions
- Provides consultation, installation, usage, and upgrade of automated circulation and catalog hardware and software for school library information centers
- Coordinates and promotes countywide student programming such as Author Teleconference, Student Storytelling Festival, Educational Media Awards, and Battle of the Books
- Keeps the district Multimedia Resource Library current and available for teacher use by coordinating the ordering, cataloging, circulating, maintaining, and weeding of the multimedia collection
- Interprets and monitors for schools the school board curriculum policy regarding library media/technology; provides policy input
- Provides for the evaluation and improvement of library media/technology programs
- Establishes and oversees annual budgets from various funding allocations to support library media/technology
- Assists schools with articulation of the library media/technology program from elementary to middle to high school
- Monitors the status of library media/technology programs in the schools to provide consultant services by determining improvement needs and establishing programs to satisfy those needs
- Contributes to Teaching and Learning Services' accountability for results aligned to all district strategic directions
- Performs other related duties as required

**PROGRAM COORDINATOR, LIBRARY MEDIA**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 6/13 LM; BOARD APPROVED: 7/30/13; REVISED PREFERRED 9/13 LM; REVISED RT; 10/11/16 CH;

**PROGRAM COORDINATOR, LIBRARY MEDIA**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Program Coordinator, Library Media – PTS