

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: MEDIA COORDINATOR **File 304**

Reports to: Superintendent

Job Objectives: Administers the district's media program. Promotes an effective learning environment. Plans and implements strategies to enhance staff and student use of media resources. Keeps the superintendent informed about emerging issues.

Minimum Qualifications:

- Valid Ohio administrative license or certificate appropriate for the assignment.
- Master's degree or higher with training in curriculum and instruction.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the delivery and continuous improvement of media services.
- Works with principals, program supervisors, and staff to evaluate the specific media needs of each building.
- Upholds board policies and follows administrative procedures.
- Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.
- Helps develop and implement the district's continuous improvement plan. Develops a strategy to accomplish personal performance objectives within specified time lines.
- Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with staff and the community.
- Administers the board-approved budget for assigned areas of responsibility.
- Coordinates the selection of new media resources. Ensures the equitable apportionment of media resources throughout the district.
- Oversees the automation of the media management system. Ensures that each media center maintains an orderly and functional circulation system.
- Oversees the maintenance and repair of media resources. Approves the disposal of outdated or nonfunctional equipment and other fixed assets following board-approved procedures.
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.
- Develops common goals with staff to improve student learning through the effective use of media resources.
- Oversees the provision of orientation programs that instruct staff and students in the use of media resources.
- Keeps informed about community resources. Plans cooperative programs.
- Encourages staff to develop and disseminate innovative program materials.
- Provides guidance, communicates high expectations, and shows an active interest in student progress.
- Maintains high standards and upholds the student conduct code. Helps assigned staff with student discipline issues.

- Expresses high expectations and monitors staff performance. Collaborates with supervisors to improve staff competencies. Supports opportunities for staff to develop new skills. Participates in staff evaluations when requested.
- Provides leadership in the planning and delivery of staff development programs.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Supervises the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Encourages parent organizations. Supports and participates in school and student activities as time permits.
- Supports appropriate research and pilot projects. Identifies and recommends funding opportunities. Helps prepare grant and foundation proposals.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the superintendent: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.

- Duties may require operating power-driven equipment.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.