



## **The Lamplighter School**

11611 Inwood Road

Dallas, Texas 75229

214-369-9201 fax: 214-369-5540

## **Media Center Coordinator**

**Reports To:** Assistant Head for Teaching & Learning – Lower School

**FLSA Status:** Salaried, Exempt

**Work Schedule:** Full-time; School Year plus 20 days

### **Position Overview:**

Under the supervision of both the Lower School and Early Childhood Division Heads, the Media Center Coordinator will empower students to become enthusiastic readers, critical thinkers, and researchers. He/she will collaborate with grade-level teams to ensure students' development of research skills to gain an understanding of the best media center resources for each research project that fully incorporates a variety of print and technological resources.

Additionally, the Media Center Coordinator will ensure that Lamplighter's print, virtual collection, and Dooley Author visitors represent a diverse and multicultural range of authors and topics. He/she shall commit to bringing a growth mindset, creativity, and innovation into this role. The Media Center Coordinator is tasked with normalizing diversity in fiction texts and illustrations, using nonbiased materials that represent global perspectives and the school's values.

### **Job Responsibilities:**

- Plan the school library media program to meet identified needs and goals of grade levels PreK through 4<sup>th</sup>
- Prepare and submit accurate annual Media Center report
- Develop budget for the library, including expected purchases, staffing expenses and maintenance expenses on existing equipment
- Provide group instruction and individual user guidance for students/faculty on the availability and utilization of learning resources.
- Manage, supply, and keep current the new Early Childhood collection in the new Early Childhood Library
- Schedule Storytime for Pre-K classrooms in the Media Center with a Media Center specialist
- Provide professional development for teachers that is grade-level specific
- Consult and plan with grade-level teams and SATS teachers on the appropriate use and scheduling of materials for classroom instruction and/or library technology resources used by students
- Educate users on the library media center materials
- Manage the acquisition, processing, organization, distribution, maintenance, and inventory of resources both printed and virtual

- Annually update technology research resources with the Technology Coordinator and Division Heads
- Collaborate with faculty to develop research projects that are appropriate for grades K-4
- Stay current on latest technology resources that enhance the research process to assist students become more efficient in finding material both in books and on the internet
- Manage the media center, audio-visual equipment and other materials as required
- Create curriculum maps for Pre-K-4<sup>th</sup> grade with essential media center skills and benchmarks clearly defined (i.e., creating a bibliography, etc.)
- Work with Pre-K-4 grade levels to create summer reading lists
- Work with Pre-K-4 grade levels to acquire and increase the use of resources that support JEDI (Justice, Equity, Diversity, Inclusion) goals
- Supervise Media Center staff and parent volunteers
- Select and purchase appropriate and diverse materials in all formats
- Devise and maintain a collection development plan for library collections
- Collect, evaluate, and report usage statistics
- Oversee cataloging and processing of materials, inventory of collections, maintenance and upkeep of the library facility
- Advocates the principles of intellectual freedom and ethical behavior
- Demonstrates professional integrity through ethical behavior
- Maintain and participate in relevant professional organizations to stay abreast of trends and new knowledge pertaining to education, technology, information literacy, and innovative library programs.
- Develop and manage special events related to the Media Center such as Media Center Open House
- Perform all other related duties as assigned, including daily recess and carpool duties

#### **Education and Experience:**

- Bachelor's degree required; Master's degree in Library Science preferred (ALA accredited MLS or equivalent degree)
- A minimum of five years library science/media center experience in an independent school environment preferred
- Experience designing instructional units for students in Early Childhood and Lower School
- Experience teaching with a variety of educational technology tools and equipment
- Experience with managing book fairs
- Experience designing curriculum maps
- Proven commitment to professional development

#### **Job Knowledge, Skills, and Abilities:**

- Knowledge of the American Association of School Librarians (AASL) and the International Society for Technology in Education (ISTE) standards and benchmarks
- Considerable knowledge of the current literature, trends, methods and developments in the area of media and instructional technology
- Proficient in Microsoft Suite, research, and file maintenance
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information
- Excellent verbal and written communications skills
- Outstanding interpersonal and relationship-building skills

- Demonstrated leadership and facilitative skills
- Strong IT skills and mastery of library management systems
- Ability to manage multiple schedules, teams, and priorities
- Ability to engage actively with students, parent, and faculty/staff community
- Appreciation for diversity and committed to the goal of maintaining an authentic, inclusive community

### **Essential Physical Functions and Working Conditions**

While performing the duties of this job, the employee is frequently required to:

- Compare and/or judge the readily observable, functional, structural or composite characteristics of data, people, or things.
- Speak and/or signal people to convey or exchange information, including receiving/giving instructions, assignments, or directions.

The following physical abilities are required:

- Must have hand-eye coordination to operate computers and various office equipment.
- May work at a desk and computer for extended periods of time
- May stand and bend for extended periods of time
- Ability to continually and repetitively use fine motor skills and manual dexterity to grasp, reach, and manipulate objects with hands for an extended period of time
- Ability to continually and repetitively use large motor skills to bend, squat, kneel, twist and reach above the shoulders
- Ability to lift and carry objects weighing up to 30 pounds
- Work primarily in a climate-controlled media center environment and classrooms