

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
LIBRARY/MEDIA COORDINATOR**

QUALIFICATIONS: Possess at least a Bachelor's degree and hold a valid provisional certificate/license in library science from the State Department of Education

RESPONSIBLE TO: Assistant Director

GENERAL DUTIES: The Library/Media Coordinator is responsible for the daily operation of the Learning Center at Pioneer. The Library/Media Coordinator is responsible for continually updating materials in the Learning Center, keeping in mind the needs of the students and staff. The Library/Media Coordinator shall maintain the Learning Center as an attractive and inviting place for the students and staff to work. The Library/Media Coordinator should be accessible to aid students and staff with any materials/technology in the Learning Center and Distance Learning Technology Center.

SPECIFIC DUTIES:

- A. Order all materials for the Learning Center including books, periodicals, newspapers, audio visual materials and equipment
- B. Seek recommendations from the instructors and make suggestions to the instructors when ordering materials
- C. Manage and maintain the library budget
- D. Send for preview materials when requested
- E. Order reference/audio visual/periodical materials for instructors
- F. Check in all new materials and make sure they are properly cataloged, barcoded and processed.
- G. Provide efficient means of circulating books and software using technology and INFOhio.
- H. Keep an up-to-date catalog of books and software that promote reading literacy, literature appreciation and lifelong learning in the Learning Center using INFOhio.
- I. Keep an inventory of all materials in the learning center.
- J. Process, barcode and store all textbooks.
- K. Properly dispose of all textbooks no longer needed.
- L. Maintain and operate all audio visual/technology equipment.
- M. Provide staff with instruction and/or assistance with audio visual/technology equipment, as needed.
- N. Set up equipment for meetings i.e. sound system and computers, (microphone).

- O. Troubleshoot and assist students and staff with technology problems.
- P. Conduct library orientation and research for the junior English classes and Senior Reference Refresher per instructor request.
- Q. Schedule classes in the Learning Center and assist students with assignments and research.
- R. Repair books and audio visual equipment.
- S. Send by courier any materials requested by partner school instructors and/or satellite instructors.
- T. Assist with displays for the library showcase and news articles in cafeteria showcase.
- U. Submit a report each month to the supervisor.
- V. Participate in faculty and departmental meetings and in-service education.
- W. Coordinate activities and technology with other school and community libraries.
- X. Assist with the maintenance, operation and the coordination of the Individual Virtual Distance Learning lab and activities.
- Y. Administrator for Read180 and Reading Counts, manage student accounts and logins and class accounts for teachers.
- Z. Maintain E-book library and overdrive website. Maintain and upload student and staff accounts.
- AA. Handle all tech requests for Chromebooks, loaner Chromebooks for students, troubleshoot and assist students on Chromebook usage.
- AB. Maintain all printing for students using student ID and scanner.
- AC. Perform other duties as assigned by the Superintendent and/or his/her designee.