

## **Media Center Director**

### **Qualifications**

The Media Center Director provides leadership and expertise to all aspects of the media center, including the design and implementation of curricular programs that enhance student learning and complement classroom instruction. The Media Center Director serves as an expert in research methods, providing direct instruction to students in partnership with the classroom teacher. She/he possesses strong technological, media and communication skills; has experience in classroom instruction; and functions as a collaborative partner working with administrators, parents, teachers, and students.

An understanding of PreK-12 students' developmental stages and the ability to carry out the mission of Lancaster Mennonite are required. The Media Center Director is directly supervised by the High School principal in conjunction with the Middle School and Elementary principals.

### **Duties and responsibilities**

- Collaborate with administrators and teachers to design a library media center that houses current media and offers up-to-date technology in an environment that is invitational, warm and welcoming.
- Work closely with individual teachers in designing authentic learning tasks and integrating the information and communication abilities required to meet content standards.
- Model for students and others the strategies for locating, accessing, and evaluating information within and beyond the library media center.
- Provide support for in-class reading instruction through selecting resources that meet the learning needs of all students and providing collaborative programming for reading instruction and enjoyment.
- Maintain an active library database and a collection of resources addressing multiple literacies including digital, visual, textual and technological.
- Provide oversight and leadership to the evaluation and ordering of books, periodicals, and technology subscriptions based on curricular needs and input from teachers and departments.
- Present direct instruction to students in current research methods, utilizing technology and technological skills.
- Partner with individual teachers in the meeting of classroom and school-wide goals related to technology, literacy, and the media center.
- Empower students to be critical thinkers, skillful researchers, and ethical users of information.
- Offer oversight and training to service students.