



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	Media & Learning Digital Ecosystems Coordinator	FLSA Status:	Exempt
Job Family:	Professional	Pay Range:	A/P Schedule, Grade R
Prepared/Revised Date:	October 10, 2025	Job Code:	21601
		Days:	260

SUMMARY: Key leadership role responsible for overseeing the district's media services, digital resources, and instructional technology. This role ensures the effective and equitable integration of instructional technology and media to support student learning and staff development, while maintaining an innovative digital environment. Manage a team of media personnel, budgets, and district-wide systems, serving as the primary point of contact for all media-related initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Lead the development and implementation of the Learning, Media, and Digital Ecosystem Committee (LMDEC), including creating strategic action plans and support systems to foster a robust media and information literacy program.
2. Coordinate building-level media personnel to ensure efficient operations and alignment with district goals.
3. Manage the media services budget, ensuring appropriate allocation of funds for the acquisition of materials, services, and equipment.
4. Provide oversight and coordination for district-wide inventory management systems that track curricular and library materials including physical inventory.
5. Direct the production of multimedia educational content, such as videos, presentations, and interactive materials.
6. Serve as the primary business owner for all curriculum and library central digital and physical media resources, assessing their use, efficacy, and technology integration.
7. Act as the district's primary contact for media-related inquiries, and maintain a district website for sharing resources, schedules, and updates.
8. Align, sustain, and foster innovation within the district's digital teaching and learning ecosystem.
9. Collaborate with central office departments to ensure the curation of processes and procedures that create a future-forward environment for students, staff, and guardians.
10. Support the thoughtful and purposeful integration of centrally provided teaching and learning software and tools, working with building-level media and tech personnel to assist educators.
11. Ensure that staff receive comprehensive training on the effective use of district-adopted software, media platforms, and services.



12. Develop and provide professional learning opportunities for staff on integrating media resources and technology into curriculum planning and instruction.
13. Ensure all media resources are in compliance with copyright laws and other legal regulations.
14. Promote the use of accessible media and technology to ensure all students and staff can fully engage with educational materials.
15. Craft school libraries and media centers as spaces of instructional innovation and support.
16. Lead the evaluation of innovative and future-facing teaching and learning tools and services to determine if they support or distract from the district's core educational mission.
17. Provide recommendations on how to support and foster innovation within schools and classrooms.
18. Suggest adjustments to district processes to ensure the teaching and learning digital ecosystem is regularly reviewed and updated as new tools emerge.
19. Develop and implement guidelines for the use of various digital tools and other emerging technologies, including determining age-appropriateness and allowable practices, in partnership with information technology.
20. Advise on appropriate data protection measures throughout our digital teaching and learning ecosystem for all district information.
21. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Library Science or Library Information Systems
- Master's degree in Library Science (MLS) or Master of Library and Information Science (MLIS) preferred
- At least three years of media/library experience
- Experience working in a school setting
- Leadership experience preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Valid Colorado teaching or special service provider license with appropriate endorsement
- Colorado teacher librarian certification preferred
- Colorado Principal or Administrator's license preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to lead within the job duties and collaborate with all departments



- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment
- Ability to communicate with students, parents/guardians, staff, and community members
- Ability to be a part of and work with a team
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with standard educational/instructional technology equipment and programs

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Curriculum & Instruction	
Direct reports:	District Media Services Manager	1
	Textbook Program Manager	1
	Instructional Materials Resource Technician	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems



STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	