



COORDINATOR, LIBRARY SERVICES

GENERAL RESPONSIBILITIES

Develop, support, and implement plans for establishing and maintaining effective library media programs and delivering quality information literacy instruction throughout the division. Develop and administer a budget that supports the division's library media program.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plan and implement a comprehensive professional development program for library media specialists.
- Provide support for instruction in information literacy, development of library collections, and administration of library media programs.
- Promote collaboration between library media specialists, teachers, and other subject area specialists.
- Provide support and professional development to the assigned school's educational technology team members (computer resource and library media specialists).
- Provide support and instruction in the use of technology in library media centers.
- Meet regularly with appropriate staff members to set short and long-range program goals.
- Oversee and participate in preparation of the operating budget for library media services.
- Consult with appropriate departments to set performance standards and prepare performance evaluation instruments.
- Provide facilities planning, collection development, advance preparation services and opening assistance for new and renovated library media centers.
- Coordinate acquisition and purchase of electronic information resources for the division's library media centers.
- Plan and integrate requirements of special projects, as assigned.
- Coordinate the activities of the Central Library Processing staff for the division.
- Consult with schools and administrative offices regarding acquisition and accounting for library materials.
- Monitor all library media allocations for the division.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, practices and procedures of school administration; thorough knowledge of the theory, practices, and materials associated with the field of library science and school library administration; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school officials, school administrators, School Board, associates and the general public.

EDUCATION AND EXPERIENCE

Required:

Master's Degree in Library Science or a master's degree in Education with an endorsement in library science.

Administration and Supervision preK-12 endorsement.

Five (5) years of progressively more responsible experience in school library media services with some experience being elementary and some secondary.

Two (2) years' experience in an oversight or supervisory capacity.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing and driving. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 11/11, 7/20
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