

Job Title: **Library Services Coordinator**
 Job Family: **Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **April 2013**

Job Code: **2225LS**
 FLSA Status: **Exempt**
 Pay Range: **L07**
 Work Year: **10 months**

SUMMARY: Support the integration of digital literacy skills, including information literacy, technology literacy, and digital citizenship skills and strategies into District units of study by providing leadership, support, and instruction for teacher librarians, library media clerks, and digital literacy teachers.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Serve as district resource for school libraries, library personnel, and digital literacy instructors by providing expertise and support. Provide library and digital literacy leadership by establishing communication channels, vendor contacts, and onsite trouble shooting. Update and maintain district-level library and information literacy policies. Collaboratively plan and deliver library services and digital literacy professional development activities. Provide direction and expertise regarding the online library catalog and online circulation system.	D	35%
2. Mentor and support teacher-librarians, library clerks, and administrators to perfect management of the library space and its resources through onsite visits, face to face trainings, and online trainings. Coordinate and advise on collection management, library inventory, and resource purchases. Monitor and report district-wide statistics/data related to library collections, collection development, database usage, and standards based information literacy instruction.	D	35%
3. Work collaboratively with members of the Instructional Technology and Library Services department, the Information Technology department, the Learning Services department, and other district services to support teacher librarians, library media clerks, school libraries, and digital literacy teachers. Partner with content area specialists to support the integration of digital literacy standards into the curriculum through professional development classes and training opportunities.	D	15%
4. Participate in District-wide projects and initiatives as representative of teacher librarians and digital literacy teachers. Represent the District in regional and state-level library associations. Conduct ongoing research around state and national library issues and practices and share results with the District.	M	10%
5. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree required. Master’s degree or endorsement in Library related field required.
- Minimum of three years successful teaching and/or three years Teacher-Librarian experience in a K-12 environment.
- Experience with media and instructional technology in instructional settings.
- Experience in group facilitation, planning, problem solving, coaching, and other leadership activities.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid teaching license and Teacher Librarian endorsement.
- Ability to frequently travel among district facility locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to plan, organize and conduct library and digital literacy related professional development for district staff.
- Ability to collaborate with teachers and administrators in order to accomplish specific goals.

- Clear vision for role of library services and digital literacy in K-12 education.
- Ability to work effectively in team situations.
- Advanced oral and written communication and interpersonal skills.
- Experience in group facilitation, planning, problem solving, coaching and other leadership activities.
- Ability and willingness to work independently in flexible environments with short timeline requirements.
- High degree of approachability, accessibility, responsibility and follow-through on projects.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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:

- Personal computer, wide range of software and peripherals required at hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Instructional Technology & Library Services	040511

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This position has no direct reports.		

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Interpersonal Skills				X
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.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

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