

COORDINATOR FOR DISTRICT LIBRARY SERVICES

General

The Coordinator for District Library Services, under the direction of the Assistant Superintendent, will coordinate the library services in grades K-12, and will provide specialized instructional services to the teaching staff, library clerks, and students of the District in the areas of collaborative program planning, teaching, and resource-based learning.

Essential Responsibilities

1. Assist in developing a vision statement for District school libraries;
2. Assist principals in recommending for hire, coordinating services, scheduling hours, inservicing, supervising, and evaluating library clerks;
3. Provide on-site staff development on the collaborative program planning and teaching partnership approach as the basis for integrating information skills, literature, and library media center use with the curriculum;
4. Assist in the planning and coordination of technology and software in the library media center;
5. Assist in developing a school-based information skills plan at each school site;
6. Provide direction in the use of the District's selection policy;
7. Provide interdistrict sharing of resources;
8. Serve on District book and media evaluation committees, curriculum committees, and textbook evaluation committees;
9. Responsible for District year end reports or other reports as requested;
10. Keep informed of the latest trends and developments in library media programs and services by attending workshops and conferences; and
11. Represent KCUSD as directed.

Qualifications

1. California Teaching Credential
2. California Library Media Teacher Credential
3. Three years of school library experience as a Library Media Teacher
4. Ability to develop and maintain effective working relationships with others
5. Shall have a vehicle for school business use and a valid California Driver License

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds such as boxes of books and teaching material. Specific abilities required by this job include close vision, distance vision, peripheral vision, the ability to adjust focus, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make presentations. The employee will frequently interact with the public and other staff and occasionally work extended hours. Some driving is necessary.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. Work is performed mostly indoors with some outdoor work. The employee is required to interact occasionally with dissatisfied or abusive individuals. The employee is directly responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Adopted: 4/21/97; Revised 9/97