



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	LIBRARIAN WEB CONTENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4165
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Provides direction and support for K-12 library media specialists in selecting, evaluating, organizing, and sharing instructional resources in web-based platforms to ensure district-wide consistency and equity of access for students. Advises K-12 library media specialists on enhancing standard library practices related to curriculum and instruction.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Participates in formulation of procedures, implementation of special projects, and planning on-going activities

Provides professional development to K-12 library media specialists in evaluating, organizing, and sharing resources in a web-based platform

Compiles reports and makes recommendations as needed

Maintains knowledge of tools and trends in web-based curation of instructional resources

Maintains knowledge of trends in cataloging standards and library automation

Provides direction and support for K-12 library media specialists in enhancing library practices related to curriculum and instruction

Supports technical services by classifying and cataloging print and non-print instructional materials using technology applications and prevailing cataloging trends, rules, and regulations

Provides support and advisory services to ensure school library collections are culturally diverse, current, and responsive to the school vision

Continues to acquire new skills, knowledge and competencies needed to improve work processes

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Library Media

Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement

Five (5) years of successful library experience

Demonstrated ability to work cooperatively in a team situation

Ability to communicate clearly, knowledgeably and personally orally and in writing

DESIRABLE QUALIFICATIONS
Strong service orientation
Demonstrated leadership ability
Experience in planning, developing, and conducting professional development programs
Demonstrated ability to write distinctly and organize and interpret data
Experience in a diverse workplace