



JOB TITLE:	COORDINATOR LIBRARY MEDIA SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4260
BARGAINING UNIT:	CERX

NEW:
07/01/2012

SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a project, program or activity having moderate impact on the district occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside unit are limited to routine matters where approval is needed; requires general supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership to coordination of a project, program or activity and evaluates staff as assigned.
- Develops, establishes or administers project, program or activity.
- Serves as liaison with other units, departments or outside agencies as required.
- Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned.
- Maintains communication and works closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepares and/or assists in preparation or reports, records and other documentation as required.
- Accumulates and researches data, documents and other pertinent information as required.
- Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepares, delivers or assists with training opportunities as appropriate.
- Performs other duties as assigned by supervisor.

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

- Master's Degree with Kentucky Certification in Library Media
- Three (3) years successful experience in area of assignment
- Successful leadership experience

DESIRABLE QUALIFICATIONS

- Bachelor's Degree or higher
- Kentucky Professional Certification in Administration and/or Supervision

