



REVISED: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	SPECIALIST LIBRARY MEDIA SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	220 Days
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4260
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership in administering technical and instructional services provided by the Library Media Services Department. Assists the Director in promoting overall efficiency and maximizing impact of technical and instructional services in support of educational achievement for K-12 teachers, librarians, and students. Collaborates with District, state, national networks, and policymakers to ensure optimal access to resources. Develops and maintains products and processes essential to effective school library programs.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and oversees standard operating procedures for cataloging and processing of print and non-print resources for school libraries

Establishes and monitors metrics for quality control for all technical services

Coordinates the provision of data essential to school library collection development, and program planning and implementation

Trains and supervises technical services staff

Serves as liaison for library automation service providers, resource and technology vendors

Coordinates the bid process for library books, supplies, databases and automation services for District libraries

Provides training and support to District librarian in cataloging using library automation system software

Researches trends and emerging technologies related to school library operations and makes recommendations

Manages the department webpage and social media presence

Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment

Understands and communicates best practice in instruction/innovation/curriculum strategies related to library leadership and professional learning

Evaluates staff as assigned

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 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

Five (5) years of successful experience in area of assignment

Demonstrated visionary leadership experience
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Experience delivering professional development to large groups of teachers and administrators and running large scale professional learning initiatives on simultaneous projects
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Kentucky Professional Certification in Administration and/or Supervision Certification
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Ability to develop, coach, and facilitate learning with librarian leadership teams
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Advanced preparation in area of assignment with strategic insight and visionary leadership style
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Experience in a diverse workplace
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