



REVISED:  
07/01/2018

JOB TITLE:	DIGITAL SERVICES LIBRARIAN
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4160
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Researches and evaluates educational databases and digital resources that support and improve student achievement. Compiles, plans, coordinates and administers activities and trainings for K-12 librarians and teachers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Researches and curates online collections of resources to support and advance student achievement
Provides professional development to K-12 librarians in online curation and organization of resources to support and advance student achievement
Maintains knowledge of web-based curation tools and makes recommendations as needed
Classifies and catalogs print and non-print instructional materials using technology applications and prevailing cataloging trends, rules, and regulations.
Compiles reports and makes recommendations as needed.
Provides support and advisory services to ensure school library collections are culturally diverse, current, and responsive to the school vision.
Maintains communication and conducts site visits to foster a culture of collaboration and innovation to empower teachers and learners.
Provides professional learning that supports deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, and technology competency for school based and district personnel as well as community partners.
Performs other duties as assigned by the Director.

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 in Education or Library Science
Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement
Five (5) years successful library experience
Demonstrated ability to work cooperatively in a team situation
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data
Demonstrated ability in collection development
Demonstrated ability to plan, develop, and conduct professional learning