



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

JOB TITLE:	LIBRARIAN RESOURCE INSTRUCTIONAL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4155
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Provides leadership and support for school-based librarians for problem identification, analysis and resolution. Supports instructional programs and student achievement by advising school library media specialists on enhancing standard library practices related to K-12 curriculum and instruction, curating and securing appropriate resources, and coordinating library media services with school based instructional programs. Supports library media specialists in implementing K-12 Library Standards including technical support for the collection, classification, and cataloging of materials. Follows standard library practices to meet the information resource needs of District staff and community.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists library media specialists in researching and implementing program management techniques and best practices in effective instruction to impact student achievement

Provides direction and support for K-12 library media specialists in developing and implementing instruction of information literacy skills that support students' lifelong learning

Initiates and implements special projects for the improvement of school based library media programs

Provides guidance in the resource evaluation process and promotes the use of up-to-date resources including onsite and online data and documents

Collaborates with the library media specialists on the design and implementation of practices and procedures that support the effective and ethical use of technology and digital resources to support student learning

Maintains communication with District staff, school staff, and the community to foster a culture of collaboration and innovation to empower teachers and learners

Provides professional development 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

Maintains knowledge of trends in cataloging standards and library automation

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

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, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree in Education or Library Science

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
Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability
Demonstrated ability to write distinctly and to organize and interpret data
Experience in planning, developing, and conducting professional development programs
Demonstrated ability in collection development
Ability to develop, coach, and facilitate learning with librarian leadership teams
Experience in a diverse workplace