



REVISED:
07/01/2018

JOB TITLE:	RESOURCE LIBRARIAN CURRICULUM SERVICES
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 in the Professional Library and Curriculum Resource Center to district staff, community partners, and students as outlined by the Library Media Services Department. Promotes overall efficiency and effectiveness of services and resources in alignment with district initiatives and departmental mission and vision. Collaborates with stakeholders to ensure optimal access to resources, and works across all departments to maximize innovation and collaboration in support of student achievement.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates the day-to-day work of staff

Plans and provides access to services that support district instructional goals for district staff and community partners

Supports district staff in identifying and utilizing resources that enhance professional development in multiple contexts

Develops and maintains a balanced, relevant print and digital professional library media collection in accordance with departmental guidelines

Maintains accurate financial records and materials inventory

Establishes efficient routines and procedures for the utilization and maintenance of library materials and CRC equipment and supplies

Applies and teaches effective and ethical use of technology; assures compliance with federal, state, district policies, administrative procedures and negotiated agreements

Analyzes existing practices to refine and improve services and practice

Monitors new trends and strategies in order to establish spaces and services that promote innovation, teacher leadership, and collaborative practices

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work at times requires bending, squatting, 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 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 successful library experience

Demonstrated ability to work cooperatively in a team situation

Effective communication skills

DESIRABLE QUALIFICATIONS
Demonstrated visionary leadership ability
Continuous improvement with technological and pedagogical trends
Advanced preparation in area of assignment with strategic insight

Footnote
Submitted 6/26/2018