



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

JOB TITLE:	EXECUTIVE DIRECTOR LIBRARY MEDIA SERVICES
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, Grade 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4075
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Coordinates the library media services program with the educational objectives of the District; administers the system-wide technical operations center within the library media services department and gives leadership and counsel to building level librarians; works cooperatively with system-wide service administrators, Principals, librarians, teachers and other personnel; plans appropriate in-service related to library media services for librarians and others; interprets the scope of the library media services program to the administration, Board of Education, State Department of Education, PTA, citizen groups and other public bodies.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Designs and implements the library/media services program of the District in cooperation with the Assistant Superintendents, Principals, and other personnel

Serves as consultant providing advisory services on all matters pertaining to the library media programs

Administers the areas of library media services including the audiovisual center, educational media center, the centralized library technical services and archives

Monitors the implementation of library media services in the local schools and in the central offices and coordinates the library media services program with the educational objectives of the District

Provides staff improvement and opportunities when authorized

Directs the organization and maintenance of the accumulated archives of the District and makes such archives accessible

Develops library media center handbooks, guides and other publications

Compiles analytical, statistical and special reports as requested

Administers the District participation in ECIA Title VI

Consults with administrators and architects and makes recommendations to assure the inclusion of optimum facilities for library media services in new school buildings being planned and in existing buildings being renovated

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 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 with Kentucky certification in supervision and/or administration (Principal Certification)

Certification in school librarianship K-12

Successful experience as a librarian
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Experience with implementation of library automation systems including card catalog circulation and electronic access of information
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Demonstrated ability to work with staff in the identification, selection, purchase, distribution and storage of instructional materials
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Demonstrated ability to prepare reports and budgets, and maintain appropriate records
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Demonstrated ability to work cooperatively with staff to achieve instructional goals
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Experience in a diverse workplace
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