



NEW: Submitted:  
12/02/2020 12/01/2020

JOB TITLE:	INSTRUCTIONAL LEAD LIBRARIAN
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY III
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4158
BARGAINING UNIT:	CERT

### SCOPE OF RESPONSIBILITIES

Provides leadership and support for K-12 District school library programs for goal identification and development and district vision alignment. Leads school-based library media specialists in collaboratively implementing Kentucky Academic Standards by embedding a progression of K-12 inquiry-based digital literacy skills and state/national library standards. Coordinate the implementation of District initiatives, developing pedagogies, and trending technologies for long-range future ready strategic planning. Supports school librarians to ensure successful alignment to content areas and partnerships with other departments.

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Aligns work to District initiatives i.e., Backpack of Success Skills, developing pedagogies, and trending technologies for long-range strategic planning
- Works closely with other district instructional specialists to support collaborative inquiry and deeper learning strategies to improve student outcomes
- Provides guidance to school librarians in data collection and promotes the use of up-to-date curation and digital sharing tools to support school and district goals
- Maintains communication and provides support and feedback to appropriate departmental, district, and school staff on implementation of and compliance with policies and standards related to school library programs
- Assists schools with identifying and addressing personalized learning and multiple literacy needs (digital, visual, media, news, ethical, coding & computational) as well as foundational literacy skills that can be addressed through the school library program
- Develops, directs, and 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 and state librarians
- Maintains knowledge of trends in literature and collection development and provides support to K-12 librarians on strategies to create a culture of reading in their school communities
- Develops and supports instructional application of resources provided by the department to school libraries, (i.e., special collections, inquiry protocols, standards frameworks, etc.)
- Collects and analyzes district library data and plans strategically to develop capacity of school librarians to support inquiry collaboration, and increase student literacy
- Integrates research in all areas of responsibility, completes all trainings, and submits reports and recommendations as needed, and other compliance requirements as assigned and by the designated deadline
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

### 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