

JOB TITLE DISTRICT LIBRARIAN	DIVISION Curriculum & Instruction	REPORTS TO Director of Teaching and Learning
SALARY Certified Salary Schedule	LENGTH OF WORK YEAR 188 Days	DATE May 16, 2016

SCOPE OF RESPONSIBILITIES

The position of District Librarian was established for the purposes of overseeing the district-wide school library program; assisting with establishing and maintaining model library programs which are integral components of the schools; promoting reading and information literacy; and providing equitable access to information and technology resources related to district curriculum and establishing and maintaining processes and procedures for acquisition, circulation, distribution, resource sharing that assure appropriate resources are available when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 0.8 FTE District Librarian/0.2 FTE Midwest K-12 Librarian
- Advocates for adequate funding to provide current, effective resources for students
- Assists with design and implementation of collaborative lessons focusing on 21st Century Skills and District Curriculum
- Assists principals and site-based committees in the recruitment and selection of library media personnel
- Assists building principals and library media staff regarding organization and management of the school library media program
- Collaborates with administrators and teachers to provide equitable access to library media materials, including print and electronic resources, and contemporary technology to support curriculum
- Develops a vision of excellence for library media programs including personnel, resources, facilities, and technology
- Facilitates, supports, and evaluates library pilot programs, and encourages creativity and programmatic innovation that will impact student learning
- Follows the tenets of the district learning resource adoption plan for selecting, previewing, and purchasing library media materials
- Coordinates ordering, acquisition, inventory, and distribution of district adopted learning resources on an ongoing basis
- Functions as a liaison and networks between the district and the state library and with others in the library community
- Implements procedures and policies of the district, as appropriate
- Maintains flexible scheduling in order to fulfill district patron and curricular needs
- Oversees and seeks opportunities to standardize cataloging from a professional library standpoint taking into consideration the needs of end users
- Oversees staff at library media services

ESSENTIAL DUTIES AND RESPONSIBILITIES continued

- Participates on district committees to ensure that media information and communication technologies are fully researched and incorporated into action plans
- Participates in professional organizations, conferences, and workshops in order to remain current and explore trends in library and media services and to make recommendation regarding the implementation of new technology
- Plans, facilitates, and maintains the district's library and media services, providing expertise and resources for the development and improvement of school libraries and media centers' goals, standards, policies and procedures, and assumes responsibility for program improvement
- Prepares, updates, and distributes information to libraries and district, as needed, via appropriate media
- Prepares and uses data for continuous improvement of library systems
- Prepares and presents district library media budgets
- Promotes literacy and information skills as essential tools for student success
- Provides effective leadership in developing, implementing, and evaluating plans for a comprehensive system-wide library media program as an integrated component of the district's education plan
- Provides training opportunities for certified and classified library personnel
- Schedules regular visits to district libraries to observe programs, to assess progress in meeting goals and objectives, to assist with solving problems, and to seek ways to improve library media center
- Partners with parents and community to strengthen literacy skills (ie – We READ)
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities:

- Knowledge of educational development of children
- Knowledge of specific ISTE and AASL Standards for the 21st-Century Learner
- Knowledge of standard selection and cataloging tools
- Knowledge of library 2.0 philosophy is required
- Interpersonal communication skills and group dynamics
- Classroom management skills
- Leadership skills in the areas of teaming, professional development, collaboration, and communication
- Expertise in the areas of school library media programs, reading, information literacy, library information and communication technologies

SUPERVISORY RESPONSIBILITIES

- Oversees library media services staff

EDUCATION and/or EXPERIENCE

Required:

- Possess a minimum of a Master's degree
- Possess current Wyoming certification for library media specialist and all other certification required by the state of Wyoming pertaining to this position
- Three years experience as a certified school library media specialist
- Experience with library information systems, including the ability to catalog
- Experience in computer operation, application, and web 2.0 applications

Desired:

- Adult education experience
- A wide range of grade-level experience
- Website design and construction experience
- Advocacy and marketing experience
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LANGUAGE SKILLS

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

- Ability to define problems, collect data, establish facts and draw valid variables.

PHYSICAL DEMANDS

- How much on- the- job time is spent in the following physical activities is indicated below:

Frequency:

1/3 to 2/3 of the time:

Standing
Walking
Climbing or balancing
Stooping, kneeling, crouching, or crawling
Taste or smell

Over 2/3 of the time:

Use hands to finger, handle, or feel
Reach with hands and arms
Talk or hear

Required Movements:

Frequently:

Bending
Reaching
Kneeling - duration at one time - 5 to 30 minutes
Twisting body part above waist
Rotating body part above waist

Occasionally:

Squatting
Climbing on step ladder
Pushing or pulling less than 50 lbs.

Weight Requirements:

Under 1/3 of the time:

25 pounds
50 pounds

1/3 to 2/3 of the time:

10 pounds

PHYSICAL DEMANDS continued

Vision Requirements:

- Close vision - clear vision at 20 inches or less)
- Color vision - ability to identify and distinguish colors
- Ability to adjust focus - adjust the eye to bring an object into sharp focus

Hearing Demands: (hearing requirements include ability to discriminate verbal commands and environmental safety sounds)

- Ability to hear well enough for any type of position (e.g. normal hearing and audiogram including normal noise and speech discrimination)

WORK ENVIRONMENT

Noise Levels:

- Moderate noise examples: business office with computers and printers, light traffic)

Exposure to Environmental Conditions:

Under 1/3 of the time:

Wet or humid conditions (non-weather related)
Work in high precarious places
Outdoor weather conditions

None of the time:

Work near moving mechanical parts
Fumes or airborne particles
Toxic or caustic chemicals
Extreme cold (non-weather related)
Extreme heat (non-weather related)
Risk of electrical shock
Work with explosives
Risk of radiation
Vibration

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): _____

Employee Signature: _____ **Date:** _____