



## Job Description

**Opening:** February 22, 2016  
**Reports To:** Director of Innovation  
**Dept. /School:** Office of Innovation

**Closing:** March 7, 2016  
**Wage/Hour Status:** Exempt  
**Pay Grade:** Administrative Program JG 6

### Terms of Employment:

12 months/210 days per year. Salary is at Administrative Program Job Group 6 on the SAISD Compensation Plan on a term or probationary contract, as applicable. Entry level is at an annual rate of \$63,499.80 with additional consideration for directly related experience.

### Primary Purpose:

Plan, develop, coordinate, implement and provide oversight to all functions of District-wide library media services. Ensure quality delivery of services, including: library policies and procedures, staff development, technology resources, and partnership initiatives.

### Minimum Qualifications:

#### Education/Certification:

- Valid Texas School Librarian/Learning Resource certification
- Valid Texas Principal/Mid-Management certification *preferred*
- Master's Degree from an accredited four year college or university in Library Science or related
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

#### Special Knowledge/Skills:

- Effective leadership practices
- Organizational and management strategies as applied to the analysis and evaluation of programs
- Thorough knowledge of the Texas Education Code and ability to interpret policy, procedures, and data
- Ability to use computer technology in administrative and educational settings
- Excellent organizational ability
- Demonstrated oral and written communication skills, problem-solving and consensus-building expertise, and excellent human relations skills
- Ability to delegate responsibilities effectively
- Knowledge of Information Literacy Standards and District curriculum
- Methods, materials, and techniques employed in the administration of a staff development program
- Knowledge of research methods and sources of information related to library media services
- Integration of technology into the curriculum
- Library programming and instruction and effective teaching practice

### Experience:

- Minimum three (3) years of successful teaching
- Two (2) years school librarian or leadership (non-classroom) at the campus/central office level

### Major Responsibilities and Duties:

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

1. Work collaboratively with the Director of Innovation to establish policies and goals for the operation of library/media technology centers throughout the District.
2. Ensure the application of literacy standards through campus libraries.
3. Establish procedures for the classification and cataloging of library materials according to accepted library practices.
4. Provide required and elective professional development opportunities for all levels of library staff.
5. Provide one-on-one training for newly hired library staff.
6. Plan and conduct regular planning and professional development meetings for elementary and secondary library staff, including District-wide Vendor Fair.
7. Establish procedures and provide staff with guidelines for the operation of school libraries, including those related to library automation software.
8. Provide database training for librarians and librarian assistants.
9. Consult regularly with library staff at all grade levels and provide ongoing assistance and support.

10. Consult as necessary with principals and provide recommendations and assistance regarding issues with library resources and staff.
11. Participate in the selection of new librarians throughout the District in collaboration with the Human Resources Department.
12. Coordinate and compile District-wide reports, including bi-annual circulation statistics and annual inventory.
13. Provide leadership and direction to the Reconsideration Committee and conduct hearings if library materials are challenged, in accordance with District policy.
14. Serve as a liaison between campus libraries and Instructional Technology regarding automation systems and technology resources provided in the library; provide guidance and support when issues related to technology emerge.
15. Develop and manage the Library Media Services budget, making recommendations for expenditures that align with the goals of the District.
16. Provide oversight and guidance to school librarians on the expensing of campus budgets to ensure budgets are appropriately aligned with campus and District goals.
17. Facilitate collaboration among all content areas and departments regarding delivery of service
18. Effectively communicate, support, and collaborate with administrators, teachers, and community
19. Actively seek partnerships, plan, and facilitate events that promote library resource services.
20. Coordinate grant opportunities for technology in libraries, author visits, and collection development.
21. Provide a calendar of yearly library meetings.
22. Equitably distribute free books, materials, catalogs from vendors, donors, or other resources and ensure compliance with District policy when accepting donations for library services.

**Qualities of an Effective Coordinator**

23. Keep informed of and comply with state, district, and federal policies, including daily attendance, punctuality and confidentiality.
24. Compile, maintain and file all reports, records and other required documents.
25. Demonstrate the following core values: integrity, high expectation, commitment, respect, dedication to teamwork and passion for a student centered environment.
26. Daily attendance and punctuality at work are essential functions of the job.
27. Participate in ongoing training to further District goals and to enhance personal and professional skills; maintain current knowledge regarding practices and research in assigned area(s); maintain expertise in school district/public library administration, leadership, and service delivery.
28. Respond to needs of students, staff, and parents; establish competency goals for self and staff in area(s) of assignment and enhance professional development training standards for the department.

**Supervisory Responsibilities:**

None

**EQUIPMENT USED:**

- Office equipment – personal computer, printer, calculator, multi-line telephone
- Communication equipment – Radio communication equipment, cellular telephone
- Video monitoring equipment

**WORKING CONDITIONS:**

**Mental Demands**

- Maintain emotional control under stress
- Work with frequent interruptions
- Work with frequent deadlines

**Physical Demands**

- Frequent: Sitting, standing, walking, climbing stairs and/or ramps, balancing, stooping, kneeling, crouching, crawling, pulling, pushing, reaching, repetitive hand motions, hearing, speaking clearly, visual acuity, distinguishing colors, driving, traveling
- Occasional: Lifting, moderate, 15-44 pounds; carrying, moderate, 15-44 pounds

**Environmental Factors:**

- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination, vibration
- Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.), work outside, work around moving objects or vehicles, work on uneven surfaces, work alone, work prolonged or irregular hours

---

---

THE SAN ANTONIO INDEPENDENT SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY LAW.

Employee Acknowledgement of Receipt \_\_\_\_\_ Date: \_\_\_\_\_

Hiring Administrator \_\_\_\_\_ Date: \_\_\_\_\_