

COORDINATOR OF LIBRARY PROGRAM AND INSTRUCTIONAL TECHNOLOGY

Qualifications:

- ◆ Masters degree in Library and Information Science
- ◆ Successful teaching experience
- ◆ Successful experience as a teacher librarian
- ◆ Knowledge of educational and information technologies
- ◆ Strong organizational skills

Reports to: Director of Instruction (Science and Mathematics)

Job goal: Provide leadership in the planning, development, implementation and evaluation of the district's library program. Provide leadership for the planning, development, implementation and evaluation of instructional computing in the district.

Library Program Administration

- ◆ Provide leadership and direction for building library specialists in implementing objectives and philosophy of the library program.
- ◆ Provide consultation and assistance to building-level teacher librarian on the integration of information skills, literature and technology into the curriculum.
- ◆ Develop and implement policies and procedures to provide efficient and effective access to instructional resources.
- ◆ Support building teacher librarian in the day-to-day operation of library program.
- ◆ Be aware of trends and issues in library and work for continuous improvement of library media program and services for students and staff.
- ◆ Conduct inservice and regular meetings.
- ◆ Assist administrators in the recruitment, selection, and placement of library personnel.

Instructional Technology

- ◆ Provide leadership for ongoing district-level planning for instructional uses of computers.
- ◆ Team with technology staff to assure standardization of equipment and software across the district.
- ◆ Team with technology staff to assure equitable distribution of equipment across the district.
- ◆ Direct selection and purchasing of instructional hardware and software.
- ◆ Assist district technology team in providing technical support to buildings by communicating with teacher librarian and establishing systems and routines.
- ◆ Chair District Technology Council.
- ◆ Coordinate development of policy related to technology.
- ◆ Arrange for and provide teacher inservice related to use of computers in instruction.

Communication and Collaboration

- ◆ Work with administrators, coordinators, teachers and others in the schools to support improvement of teaching and learning, to promote the goals and services of the library program and the appropriate integration of technology.
- ◆ Work in the community to foster understanding of and support for the library program.
- ◆ Maintain communication with public and university libraries and seek ways to share resources and services.
- ◆ Advocate principles of intellectual freedom and ethical use of materials and equipment.

District Media Services

- ◆ Coordinate previewing, ordering, and processing of library materials, supplies and equipment.
- ◆ Supervise the district cataloging center.
- ◆ Maintain collection and services of District Media Center.
- ◆ Administer the budget for the district library program.
- ◆ Provide local coordination for Grant Wood Area Education Agency and state wide AEA coop purchasing programs.
- ◆ Supervise cablecasting of school board meetings and other district programming such as graduations, meet the candidates nights, school events; consult with Kirkwood Community College on scheduling.