
Position:	Coordinator, Instructional Resources & Library	FLSA:	Exempt
Department/Site:	Curriculum Instruction & Assessment	Salary Grade:	Appropriate Step
Reports to/Evaluated by:	Assistant Superintendent	Salary Schedule:	Admin. Management

SUMMARY

Coordinates innovative systems and instructional programs which promote high quality curriculum, professional development and library services throughout the District. Assists the Administrators of Curriculum, and Assessment in organizing, implementing and monitoring instructional programs.

DISTINGUISHING CAREER FEATURES

This position is a leadership opposition that requires interaction and articulation with administrators, certificated teachers, and classified personnel throughout the District. Knowledge of library services and professional development best practices, as well as an understanding of computer based and online technologies for use in these areas is crucial. The position also includes creating professional development systems to be used in face-to-face settings for small and large groups, as well as via the Internet. The position requires a collaborative and detail-oriented person who can easily work with a variety of people, while also working independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assessment Services

- Organizes and systematizes professional development and support for formative assessment technologies.
- Supports the Coordinator of Technology to design, schedule, and deliver certificated training in instructional technologies, including but not limited to Edusoft.
- Assists in the deployment and collection of state and District assessments and data as assigned by the Administrator of Assessment.
- Processes questions regarding the District’s formative assessment data and Edusoft.

Textbook Services

- Assists the Administrators of Curriculum and Professional Development in the textbook adoption process.
- Assists the Administrators of Curriculum and Professional Development of the Instructional Media Funds.
- Assists principals and other school site personnel in the management of their Instructional Media Fund accounts.

- Assists the Administrators of Curriculum and Professional Development in the monitoring compliance with the Williams Act.

Library Services

- Provides leadership and innovations for the implementation of a quality District school library media program that serves as an integral part of a standards-based, student-centered educational process.
- Coordinates, organizes, and supervises the personnel and services essential to an effective library media program focused on student needs and the instructional goals of the District.
- Provides professional development training for library techs and library media teachers.
- Works with school administrators and school library staff to design and implement short and long range plans that ensure effective school library media programs.
- Participates in the recruiting, hiring, and training of library professionals and paraprofessionals.
- Develops a District wide virtual/online library for use by students and staff.
- Oversees library budgets, yearly library reports, and updates the District library plan on a yearly basis as required by the state.
- Supervises the selection, evaluation, acquisition, purchasing, receiving, and processing of library materials.
- Networks and collaborates with other libraries and agencies to share resources that enhance teaching and learning, particularly in regard to virtual resources for students.

Instructional Resources

- Identifies and disseminates information regarding effective, research-based instructional programs.
- Supports Title I schools in the identification, implementation and monitoring of intervention programs.
- Web-Based Communication
Supports the expansion of the Instructional Division's use of instructional web-based communication tools for communication among the District's instructional staff, parents and community member.
- Core Curriculum Projects
Leads and coordinates curriculum-specific projects and initiatives.
- Identifies and applies for grants that support curriculum and instructional innovations and improvements.

Other Duties as Assigned

- Assists the Administrator of Assessment and Administrators of Curriculum and Professional Development in maintaining a collaborative network with district, county, state and federal offices and/or departments.

- Performs and assists with such other tasks and assumes such responsibilities as assigned or delegated by the Administrator of Assessment, Administrators of Curriculum and Professional Development.

Professional Development

- Assists the Administrators of Curriculum and Professional Development in exploring and adopting various methodologies to support and enhance professional development services.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of library services, library collections, the Destiny System and the collaborative planning model for Library Media Teachers. Requires the ability to identify, master, implement, and in-service teachers in new formative assessments and related instructional resources. Must have knowledge of the textbook adoption process. Requires experience in managing budgets. Must have an understanding of the role of various technologies for classroom, assessment, and communication uses. Requires the ability to find and write grants. Requires knowledge and understanding of future trends in education and instructional resources.

Abilities: Requires the ability to perform the duties of the position efficiently and effectively with minimal supervision. Requires good organizational and planning skills in order to meet schedules and timelines. Requires the ability to systematize District-wide processes so as to efficiently and effectively support various routine assessment, library, textbook and professional development services. Requires good oral and written communication skills. Requires knowledge and understanding of the needs of District decision makers and site leaders.

Education and Experience: Requires a Bachelor's Degree from a four-year college and university, a valid teaching credential, a Professional Administrative Services credential and a Library Media Teacher Credential.