

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION
JOB TITLE: PROGRAM ADMINISTRATOR III – LIBRARY MEDIA SERVICES

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of supervisory and administrative tasks in effectively coordinating the successful implementation of the school library media programs in the school system. Employee provides leadership in the development, implementation and evaluation of the library media program to benefit the system's total educational program. Employee coordinates the operation of library technical and audiovisual services. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES
ESSENTIAL JOB FUNCTIONS

Coordinates the library media program for the school system.

Assesses needs, plans, consults and works collaboratively with principals and media specialists to improve library media programs.

Consults with the facility teams in the planning and design of new and renovated library media centers.

Coordinates the selection and purchase of core collections for new library media centers.

Coordinates the development and implementation of staff development for media specialists.

Plans and conducts on-going in-service in the set-up and use of audiovisual equipment.

Provides training, support and technical assistance in library media automation.

Coordinates major library-sponsored, state and local reading events for the school system.

Advises school personnel on national, state, regional, and district standards, policies, procedures, and guidelines.

Works with the Superintendent and/or designee on the District Media & Technology Advisory Committee and Mobile Device Application Committee membership and tasks.

Works in partnership with the Public Library on a variety of collaborative projects.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

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MINIMUM TRAINING AND EXPERIENCE

Master's degree in Instructional Technology, Library Science or a related field, and 9 to 14 years teaching and library media services experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must qualify for Library Certification or have a Library Certificate. Must possess a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, typewriters, copiers, audio-visual materials, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 100 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, newsletters, procedures, etc. Requires the ability to prepare correspondence, reports, forms, position statements, overheads, meeting summaries, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office and audio-visual equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of library media terminology and appropriate uses of media and technology to enhance instruction and achievement.

Considerable knowledge of the current literature, trends, methods and developments in the area of media and instructional technology.

Considerable knowledge of the principles of organization and administration.

General knowledge of the County and School Board policies, procedures and standards regarding primary education.

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

General knowledge of the North Carolina Standard Course of Study.

Ability to custom-design instruction based upon student achievement data.

Ability to identify and evaluate new and emerging technologies.

Ability to use common audio-visual materials.

Ability to use common office machines and popular computer driven word processing, spreadsheet and file maintenance programs.

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Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to develop budgets for program implementation.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.