

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: DIRECTOR I - LIBRARY MEDIA SERVICES**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs a variety of supervisory and administrative tasks in overseeing the successful implementation of library media programs in the school system. Employee is responsible for providing leadership in the development, implementation, and evaluation of the library media program to promote student learning and teacher effectiveness for the benefit of the system's total educational program. Employee is also responsible for identifying and evaluating new and emerging trends in library media services and communicating that information to school staff. Employee acquires and distributes resource materials. Employee works with various community agencies to discuss and coordinate library media issues and to share ideas for collaborative programs. Employee supervises a Coordinator of Library Media Services. Reports to the Assistant Superintendent of Teaching, Learning, and Professional Development.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

###### *Program Management:*

Provides effective leadership in development, implementing, and evaluating plans for a comprehensive, system wide library media program that promotes access to information and reading.

Coordinates the planning and design of new, renovated, and existing library media facilities and school wide infrastructure.

Participates in curriculum development to improve student achievement utilizing national, state, system, and site-based standards and expectations.

Plans, monitors, and evaluates staff development opportunities for library media staff and other school system personnel, especially in the area of print and electronic resources and services, information retrieval, and resource sharing.

Communicates the system's vision, mission, goals, and priorities to the community.

###### *Fiscal Management:*

Prepares budgets, coordinates with other departments or agencies to assure maximum services and resources, and maintains records/reports/inventories in accordance with local/state/federal policies.

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Guides building level library media specialists and principals in the selection and purchase of materials and equipment.

Advocates standardization and investigates licensing issues for system-wide resources.

Researches, initiates, and encourages a wide range of grants and external funding opportunities for the support and enhancement of library media programs, integrated with teaching and learning.

### *Information Management:*

Advocates for information literacy and library media programs within the school system and the community.

Serves as a liaison between the school and other community, state, and national agencies with regard to school library media and technology issues.

Adheres to and advises school personnel regarding copyright as well as other laws and guidelines pertaining to the distribution and use of resources.

Advocates the principles of intellectual freedom and ethical behavior.

Prepares required and requested reports for district, state, regional, and federal agencies.

### *Collaboration:*

Collaborates with program directors, curriculum specialists, principals, literacy facilitators, and school media personnel to affect student achievement and teacher effectiveness.

Teams with other Educational Program Services staff to identify and acquire resources that support the curriculum and new program initiatives.

Initiates collaboration with other libraries and agencies to share resources that enhance the educational community's learning environment.

Works with principals, teachers, program directors, and curriculum specialists to assure standardization and equity of resources to support instructional programs throughout the system.

Serves as a collaborative member of state, regional, and national professional organizations to update knowledge of library media trends, methods, and issues.

### *Personnel Management:*

Assists principals and site-based committees in the recruitment, selection, placement and evaluation of library media personnel.

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Assists principals in the delegation and supervision of library media personnel responsibilities.

Supports library media personnel in the day-to-day operation of the school library media program.

Works with principals and observation teams to appraise the performance of school library media personnel.

Supervises a staff of professional, technical, and clerical personnel at the district level, monitoring their work and assisting them with special needs and opportunities.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copier, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to 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 giving instructions, assignments to subordinates.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to 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; 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.

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**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

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

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office 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:** Requires 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 persons acting under stress.

**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 the state, county, and Board of Education policies, procedures and standards.

Considerable knowledge of the organization and communication channels of the school system.

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

Considerable knowledge of the current literature, trends, issues, methods, and developments in the area of library media services and programs.

Considerable knowledge of the principles of supervision, organization, and administration.

General knowledge of computers and telecommunication systems.

Skill in counseling and developing staff.

Ability to plan, implement, and evaluate library media programs for students, staff, and community.

Ability to use common office machines and word processing, spreadsheet and database programs.

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

Ability to evaluate the effectiveness of existing and proposed programs.

Ability to develop meaningful annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships with persons of diverse backgrounds and teaching/learning styles 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.