

COORDINATOR IV: LIBRARY AND MEDIA

DEFINITION:

Under general supervision of the Director of Educational Technology, coordinate and facilitate mandated instructional materials adoption cycles and oversee logistics regarding textbook distribution. Provide professional learning and instructional practices related to digital and informational literacies and print collections including presenting, facilitating and creating resources, coaching and supporting school sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Create and provide training for media technicians, credentialed librarians, and related staff to support information literacy, inventory, collection management, and circulation best practices.
- Oversee the adoption, distribution, and management of district curriculum resources, including textbooks, peripheral materials, and online resources.
- In coordination with Education Services, plan for and initiate textbook adoption cycles. Anticipate curricular needs and establish timeframes and work plans to successfully select, procure, and distribute new texts and associated resources.
- Negotiate textbook adoption contracts including licensing agreements, current and future textbook counts Incorporate staff feedback, past user experience, technical needs, and IUSD and regulatory requirements into negotiations.
- Supervise the procurement and distribution of new curricular resources, including purchasing procedures, warehouse deliveries, inventory management and school site distribution, library cataloguing, and circulation. Communicate with school and district staff about curriculum procurement updates, textbook procedures, and related information.
- Coordinate implementation of online curricular resources with Information Technology to ensure legal compliance, supportability, successful integration, and student access needs are met.
- Coordinate with Maintenance, Operations and Transportation staff and school site staff to warehouse and distribute materials based on program needs and student enrollment.
- Manage compliance with regulatory requirements related to curriculum access and distribution.
- Coordinate and oversee district response to audits and other inquiries related to access to instructional materials.
- Analyze business and educational processes; make recommendations for improvements; apply technology to streamline existing workflows.
- Identify gaps and opportunities for improvement in current systems and related procedures.
- Develop and implement plans for improvement.
- Plan and manage large and complex library/media projects, including requirements definition, stakeholder engagement, product selection, scheduling, implementation, and closeout.
- Coordinate the work of assigned project team members, consultants, vendor partners, and other personnel to ensure successful curriculum implementations.
- Evaluate software and other technology products for overall quality, fitness for use, and alignment to user requirements in regards to library/media.
- Create work plans and monitor progress of project and operational tasks. Reconcile competing priorities to provide clear direction to project teams and other staff and consultants.

- Provide input to district leadership and project team members on project status, workload, risks, and progress toward objectives. Make recommendations and coordinate necessary modifications to project approach, resources or timelines.
- Develop project proposals, feasibility analyses and other reports as needed to inform project decisions and planning.
- Lead and schedule multiple, concurrent projects to ensure project success and the best use of district resources.
- Develop cost projections for assigned projects. Monitor project costs against adopted budget.
- Recommend budget allocations and adjustments to district and school site leadership.
- Facilitate project and team meetings. Document meeting decisions and action items.
- Communicate key meeting outcomes with stakeholders.
- Work closely with diverse stakeholders to understand their operational needs, resolve conflicts, diagnose and solve issues, and implement new systems.
- Develop and implement training and transition plans to foster textbook adoption, productive use, and strong ongoing support.
- Communicate with administrators, department staff, vendors, service providers and other outside organizations to coordinate activities and support projects and technology systems.
- Prepare and maintain a variety of records and reports related to assigned activities. Operate a variety of office equipment including a computer and assigned software.
- Attend and participate in meetings, conferences and in-service training; maintain current knowledge of library/media advances and industry trends.

QUALIFICATIONS GUIDE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Comprehensive knowledge of and experience with effective presentation strategies
- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California
- Knowledge of State funding allocation methods

ABILITY TO:

- Communicate and collaborate effectively with diverse groups and audiences
- Promote flexibility and resiliency through thinking critically and creatively
- Model the IUSD core values of integrity, trust, collaboration, empowerment, and learning
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff
- Ability to collaborate with other agencies in planning and implementing effective programs, including staff and parent training, within established budget constraints
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups

EDUCATION:

Bachelor's degree including all courses to meet credential requirements.

LICENSES/CREDENTIAL:

- Valid California Credential authorizing service in grade levels and areas assigned.
- Valid California Administrative Services or other related Services credential
- Valid Teacher Librarian Services Credential
- Possession of a valid California driver's license

TRAINING AND EXPERIENCE:

Successful teaching experience totaling at least five years is preferred. Experience working in library media environment in a school setting.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office and school library setting. There may also be work in a warehouse environment indoors and outdoors. The noise level in the work environment is usually moderate.

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