COORDINATOR III - K-12 LIBRARY SERVICES

Reference Code: A148
Division: Instructional Design and Professional Learning
Classification: Licensed Administrator
Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to provide curriculum and instructional leadership in the areas of curriculum development, professional development, and program development to administrators and teachers regarding best practices, effective instructional strategies, and educational research related to K-12 Library Services. This position is directly responsible to the Director, K-12 Literacy, Instructional Design and Professional Learning Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Establish and maintain administrative relationships with elementary schools, middle schools, high schools, charter schools, colleges and universities, and other state and federal agencies.
2. Collaborate with School Associates Superintendents and/or designee(s) to accomplish Clark County School District goals.
3. Collaborate with other administrators and project facilitators to provide support for District Literacy and Technology Initiatives.
4. Develop K-12 school collections for all new schools and provide recommendations for additions to existing school collections.
5. Develop and coordinate K-12 Library Services professional development activities for teachers and administrators.
6. Assist in the planning of new and renovated school libraries.
7. Facilitate the selection and supervision of teacher task forces for library curriculum development and revision process, instructional materials selection, and for various other curriculum-related projects.
8. Coordinate development and implementation of effective K-12 library instructional programs in alignment with District goals.
9. Provide leadership in the development, implementation, and oversight for school library programs.
10. Articulate effective library curriculum, programs, and research to teachers, administrators, parents, and community members.
11. Seek grant opportunities to support library education; administer and implement existing grants.
12. Serve as liaison, (as appropriate) to community groups and public agencies, and represent the District in matters related to K-12 library services at the local, state, and national levels.
13. Interpret District policy and procedures related to educational materials for parents, teachers, administrators, and other interested groups.
14. Gather, evaluate, and disseminate research based practices in curriculum, instruction, and assessment; understand curricular ramifications of Common Core State Standards and state legislative mandates.
15. Supervise and evaluate the performance of assigned staff.
16. Perform other duties related to the position, as assigned.

POSITION REQUIREMENTS:
Education and Training:
   An earned master’s degree from a regionally-accredited college or university.

Licenses and Certifications:
1. Hold or be able to acquire, by time of appointment to the position, the appropriate Nevada school administrative endorsement.
Experience:
1. Previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school. (Five (5) years of successful licensed teaching experience in an accredited K-12 public or private school is strongly preferred.)
2. Experience in planning and delivering professional development.
3. Demonstrated ability to work effectively with school and administrative personnel, parents, peers, and others.
4. Successful performance in the position held at time of application.

Preferred Qualifications:
1. Coursework in advanced library science.
2. High level of self-confidence, initiative, self-direction, and motivation.
3. Experience in program management.
4. High-level skills in planning, organizing, and coordinating job-related tasks.
5. Experience in using instructional technology, including presentation software.
6. Strong knowledge of Destiny, the library automation system.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

An Affirmative Action/Equal Opportunity Employer
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.