

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 615
EXEMPT

CONTENT COORDINATOR – LIBRARY SERVICES

BASIC FUNCTION:

Under the direction of the Director, Instructional Technology Services, plan, organize, coordinate, and implement the operations and activities for Library Services to enhance educational effectiveness and efficiency of the Office of the Fresno County Superintendent of Schools (FCSS); supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Advocate for school libraries.
- Assist with evaluating budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Coordinate communications, information, and resources to ensure smooth and efficient activities within the Instructional Technology Services Department; collaborate with administrators, personnel, outside agencies and others in the development and implementation of related programs, functions, goals, objectives, guidelines and activities; coordinate and conduct a variety of special projects.
- Develop, coordinate, and assess school library programs; evaluate the quality and effectiveness of library services at the school site and district level.
- Establish processes and procedures for selection, acquisition, circulation, and resource sharing that ensure appropriate resources are available to meet the diverse needs of FCSS sites, districts, and schools.
- Plan, coordinate and oversee operations and resources to enhance administrative, faculty and staff understanding of educational practices, curriculum standards, guidelines, and requirements for library services.
- Plan, develop, implement, and conduct training sessions and/or professional development activities about Library Services aimed specifically toward targeted student subgroups including, but not limited, to English learners, emphasizing literacy, digital literacy, digital citizenship, inquiry, and instructional strategies.
- Plan, organize, coordinate, and implement the operations and activities of an assigned program, function, or instructional area to enhance educational effectiveness and efficiency of the County Office; assist in ensuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Prepare and maintain a variety of narrative and statistical records, reports and files related to programs, functions, instructional areas, projects, compliance, staff development and assigned duties.
- Promote literacy and a love of reading.
- Receive and respond to staff and public inquiries and input concerning related needs and provide detailed and technical information concerning related programs, functions, policies, and procedures.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to library services including content literacy, research, and technology integration

across curriculum in support of standards in all curricular areas; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.

- Select and use effective technological applications for library management purposes.
- Interview, select, supervise, and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements, and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Collaborate with assigned supervisor, directors, and administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events; stay informed and current with the latest offerings in educational technology and library science.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned library software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning Library Services.
- Serve as a technical resource concerning assigned Library Services.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic budget preparation and control for school libraries.
- Benchmarking the school library program to school, state, and national standards.

- Copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same.
- Existing and emerging technologies to support teaching and learning, and supplemental school resources.
- K-12 curricula interpretation and application to school libraries.
- Planning, organization, coordination and implementation of Library Services to enhance educational effectiveness and efficiency of the County Office.
- Policies and objectives for maintaining a collection of resources appropriate to the K-12 adopted curricula, the individual needs of diverse learners, and the teaching styles and instructional strategies used in the schools.
- Practices, procedures and techniques involved in the development and implementation of staff development activities.
- Principles of training and providing work direction.
- Public speaking techniques.
- Record-keeping techniques.
- Research methods and report writing techniques.
- Teaching strategies that foster digital citizenship and multiple literacies
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Coordinate communications, information, and resources to ensure smooth and efficient activities for Library Services.
- Establish and maintain cooperative and effective working relationships with the organization.
- Maintain records and prepare reports.
- Model effective teaching strategies for developing multiple literacies.
- Monitor and assess operations and activities of the library services program for educational effectiveness and operational efficiency.
- Network with other libraries, librarians, and agencies to provide access to resources outside of the school.
- Provide guidance in library software and hardware and develop processes for such evaluation.
- Provide support and resources to others in the organization.
- Serve as a technical resource for school library management.
- Use strategic planning and conduct ongoing research and evaluation that creates data that informs continuous program improvement.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns, and conflicts.

- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor’s degree.
- Certification as a Teacher Librarian.
- Master’s degree with and emphasis in Library Science preferred.

EXPERIENCE:

- Four years increasingly responsible experience working as a Teacher Librarian at a school site or school district level.
- Experience with technology in an instructional setting or technology support including training, workshops, and/or coaching in an educational setting preferred.
- Experience as a Staff Development Facilitator preferred.
- School administration or supervision working in the field related to assigned program preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid Clear California Teaching Credential.
- Valid Teacher Librarian Services Credential.
- Valid Clear California Administrative Services Credential preferred.
- Valid California driver’s license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.

- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/30/2021