

St. Johns Public Schools
501 W. Sickels St.
P.O. Box 230
St. Johns, MI 48879

TITLE: K – 12 Information Director	FLSA: Exempt
REPORTS TO: Assistant Superintendent	POSTED: April 18, 2008
SALARY: Negotiable	NUMBER OF DAYS: 10 days beyond the Teacher Contract
LOCATION: High School	

POSITION SUMMARY

To provide leadership in developing a K-12 library media services for St. Johns Public Schools.

DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

1. Develop, implement, and evaluate long and short range district library media goals, objectives, policies, procedures, programs, and services.
2. Develop, implement and monitor board endorsed policies, regarding selection, challenges and copyright as related to library media materials.
3. Plan and direct the centralized acquisition, processing, maintenance, and repair of all district library media materials.
4. Prepare and distribute, as needed, information on library media services.
5. Assume fiscal responsibility for administration of budgets of all library media services.
6. Prepare all library media reports and surveys for/about the district, and provide an annual district library media report to the supervisor and superintendent.
7. Direct orientation programs for new library media personnel.
8. Assist in the planning and implementation of the district technology plan.
9. Provide leadership and direction for building library media staff in implementing the mission and objectives of the library media program.
10. Assist in the development, implementation, and evaluation of building level library media services and programs.
11. Plan and conduct regularly scheduled library media staff development activities.

12. Plan and supervise the installation of emerging technologies to enhance library media services.
13. Perform other administrative functions as assigned or appropriate.
14. Initiating and implementing agreements which foster availability and accessibility of information through interlibrary cooperation and resource sharing.
15. Promoting ethical use of information and technology through respect for intellectual property and compliance with appropriate laws and copyright guidelines.
16. Actively serving in curriculum development and implementation process.
17. Working with the principals and teaches to ensure that all building library programs foster student achievement and support the educational process through well-defined and articulated program goals.

(The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.)

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: A Master's degree in Library and Information Science.

EXPERIENCE: This position requires a minimum of three years experience as a library media specialist and teaching experience is a plus.

SUPERVISORY RESPONSIBILITIES: Yes

CERTIFICATES, LICENSES, OR REGISTRATIONS: Valid Michigan Teaching Certificate with a ND endorsement

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

1. Familiarity with contemporary research databases and statewide projects: MelCat, SIRS, ProQuest, OCLC, etc.
2. Upkeep and progressive extension of the library collection.
3. Progressively increasing the literary intelligence of the student body and staff.

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

REQUIRED:

1. Ability to write reports, correspondence, and procedure manuals.
2. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
3. Ability to define problems, collect data, establish facts, and draw valid conclusions.
4. Ability to communicate effectively with both technical and non-technical personnel, at multiple levels within the organization.
5. Ability to prioritize multiple tasks, meet tight deadlines, and remain organized when frequently interrupted.
6. Ability to establish positive working relationships, demonstrates customer service skills, and function in a professional manner.

7. Ability to handle stressful situations and maintain a calm and professional demeanor.
8. Exert leadership in working with regional, district, building level staff, and community on immediate and long range improvements of the library media program
9. Provide advisory services in all library media related functions
10. Assist administrators in the recruitment, selection, and placement of library media personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

1. 10 days beyond the teacher contract
2. This position will be combined with an existing building level position. All current building level responsibilities will continue.
3. An adult assistant will be assigned/reassigned to assist with other media center management.

EVALUATION:

Performance shall be evaluated by the assistant superintendent in accordance with the SJEA Master agreement

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 sit for long periods of time; use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

(The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.)

If interested in this position, please apply in writing to Scot Henry, Assistant Superintendent, St. Johns Public Schools, 501 W. Sickels St. Johns MI 48879. Position will be posted until filled.

It is the policy of the St. Johns School District that no person shall, on the basis of race, color, national origin, sex or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.