



REVISED:
5/29/2018

JOB TITLE:	COORDINATOR LIBRARY MEDIA SERVICES
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	220
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4260
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides leadership in administering technical and instructional services provided by the Library Media Services Department. Assists the director in promoting overall efficiency and maximizing impact of technical and instructional services in support of educational achievement for K-12 teachers, librarians, and students. Collaborates with district, state, national networks, and policymakers to ensure optimal access to resources. Develops and maintains products and processes essential to effective school library programs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Establishes and oversees standard operating procedures for cataloging and processing of print and non-print resources for school libraries.
Establishes and monitors metrics for quality control for all technical services.
Coordinates the provision of data essential to school library collection development, and program planning and implementation.
Trains and supervises technical services staff.
Serves as liaison for library automation service providers, resource and technology vendors.
Coordinates the bid process for library books, supplies, databases and automation services for district libraries.
Provides training and support to district librarian in cataloging using library automation system software.
Researches trends and emerging technologies related to school library operations and makes recommendations.
Manages the department webpage and social media presence.
Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.
Understands and communicates best practice in instruction/innovation/curriculum strategies related to library leadership and professional learning.
Performs other duties as assigned by the director.

PHYSICAL DEMANDS
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification in Library Media
Five (5) years successful library experience
Demonstrated visionary leadership experience
Experience delivering professional development to large groups of teachers and administrators and running large scale professional learning initiatives on simultaneous projects

DESIRABLE QUALIFICATIONS
Kentucky Professional Certification in Administration and/or Supervision Certification
Ability to develop, coach, and facilitate learning with librarian leadership teams
Advanced preparation in area of assignment with strategic insight and visionary leadership style



REVISED:
7/01/18

JOB TITLE:	DIGITAL SERVICES LIBRARIAN
DIVISION:	ACADEMICS
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4160
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Researches and evaluates educational databases and digital resources that support and improve student achievement. Compiles, plans, coordinates and administers activities and trainings for K-12 librarians and teachers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Researches and curates online collections of resources to support and advance student achievement

Provides professional development to K-12 librarians in online curation and organization of resources to support and advance student achievement

Maintains knowledge of web-based curation tools and makes recommendations as needed

Classifies and catalogs print and non-print instructional materials using technology applications and prevailing cataloging trends, rules, and regulations.

Compiles reports and makes recommendations as needed.

Provides support and advisory services to ensure school library collections are culturally diverse, current, and responsive to the school vision.

Maintains communication and conducts site visits to foster a culture of collaboration and innovation to empower teachers and learners.

Provides professional learning that supports deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, and technology competency for school based and district personnel as well as community partners.

Performs other duties as assigned by the Director.

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Master's degree in Education or Library Science

Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement

Five (5) years successful library experience

Demonstrated ability to work cooperatively in a team situation

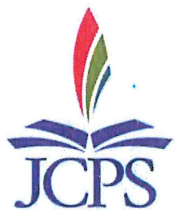
DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

Demonstrated ability in collection development

Demonstrated ability to plan, develop, and conduct professional learning



REVISED:
7/01/18

JOB TITLE:	GIFTED & TALENTED/ADVANCE PROGRAM COORDINATOR
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	220 DAYS + 10 EXTENDED DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4231
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership, guidance, training, and support to students, teachers, and parents relative to the Advance Program in JCPS schools. Ensures compliance and implements programs and procedures as recommended by the KY Department of Education Gifted/Talented Division pertaining to state Gifted and Talented regulations. Contacts outside the unit are limited to routine matters; requires routine supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to the JCPS Advance Program and identification of students for Gifted and Talented services

Serves as liaison with other units, departments, or outside agencies as required

Makes recommendations regarding implementation of Gifted and Talented and JCPS Advance Program services and evaluates effectiveness and evaluates effectiveness as assigned

Maintains communication and works closely with district staff, local school staff, and the community regarding information, developments, and implementation of Gifted and Talented and JCPS Advance Program services

Prepares and/or assists in preparation of reports, records, and other documentation as required

Accumulates and researches data, documents, and other pertinent information as required

Assures compliance with federal, state, and district policy, administrative procedures, and negotiated agreements as applicable to assignment

Prepares, delivers, or assists with training opportunities as appropriate

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's degree with valid Kentucky Teaching Certificate

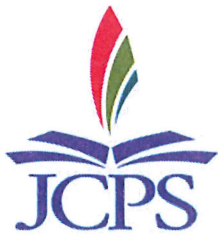
Gifted education endorsement

Five (5) years successful teaching experience

Successful leadership experience

DESIRABLE QUALIFICATIONS

Kentucky Professional Certification in Administration and/or Supervision



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JOB TITLE:	MANAGER TEACHER AND LEADER DEVELOPMENT
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4065
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, coordinating and managing the district's development programs; provides oversight of technical support for district's professional development and leave.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Researches, plans, organizes and conducts training programs, seminars and conferences for certified personnel designed to improve leadership, supervisory and evaluation skills

Designs and implements promotional procedures; makes timely announcements of dates to be observed by personnel aspiring to managerial positions

Counsels applicants, providing feedback and advice

Coordinates and conducts leadership training

Provides input for identifying and defining present and future training needs by assisting with coordinating and conducting needs analysis

Ensures compliance with district goals and objectives, and with state and federal regulations

Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching, and the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree and Kentucky Professional Certification in Administration and Supervision

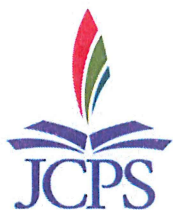
Three (3) years successful experience as a principal

Three (3) years successful experience in personnel management

DESIRABLE QUALIFICATIONS

Knowledge of management recruitment techniques and programs

Doctorate degree



REVISED:

7/01/18

JOB TITLE:	METADATA LIBRARIAN
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	194 Days
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	4163
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Uses descriptive metadata sets to create bibliographic records for school library materials to ensure the consistency and integrity of districtwide databases. Plans, coordinates and administers activities and trainings for K-12 librarians and teachers. Develops and implements organizational information systems and software applications. Responsible for maintaining, supporting, and upgrading existing systems and applications. Provides support of workflow in centralized processing of school library materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Classifies and catalogs print and non-print instructional materials using technology applications and prevailing cataloging trends, rules and regulations.

Researches, develops, and orders collections aligned to support new school library programs.

Maintains communication and conducts site visits to foster a culture of collaboration and innovation to empower teachers and learners.

Provides support and advisory services to ensure school library collections are culturally diverse, current, and responsive to the school vision.

Provides professional learning that supports deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, and technology competency for school based and district personnel as well as community partners.

Complies reports and makes recommendations as needed.

Continues to acquire new skills, knowledge and competencies needed to improve work processes and shares K-12 exemplars.

Stays abreast of all literary awards and shares K-12 exemplars with teachers and librarians.

Performs other duties as assigned by the Director.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Library Media

Valid Kentucky Teaching Certificate and library media specialist endorsement

Five (5) years successful library experience

Demonstrated ability to work cooperatively in a team situation.

DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

Experience in planning, developing, and conducting professional development.

Strong service orientation

Demonstrated ability in collection development



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JOB TITLE:	METADATA LIBRARIAN
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	194 Days
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	4163
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Uses descriptive metadata sets to create bibliographic records for school library materials to ensure the consistency and integrity of districtwide databases. Plans, coordinates and administers activities and trainings for K-12 librarians and teachers. Develops and implements organizational information systems and software applications. Responsible for maintaining, supporting, and upgrading existing systems and applications. Provides support of workflow in centralized processing of school library materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Classifies and catalogs print and non-print instructional materials using technology applications and prevailing cataloging trends, rules and regulations.

Researches, develops, and orders collections aligned to support new school library programs.

Maintains communication and conducts site visits to foster a culture of collaboration and innovation to empower teachers and learners.

Provides support and advisory services to ensure school library collections are culturally diverse, current, and responsive to the school vision.

Provides professional learning that supports deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, and technology competency for school based and district personnel as well as community partners.

Complies reports and makes recommendations as needed.

Continues to acquire new skills, knowledge and competencies needed to improve work processes and shares K-12 exemplars.

Stays abreast of all literary awards and shares K-12 exemplars with teachers and librarians.

Performs other duties as assigned by the Director.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Library Media

Valid Kentucky Teaching Certificate and library media specialist endorsement

Five (5) years successful library experience

Demonstrated ability to work cooperatively in a team situation.

DESIRABLE QUALIFICATIONS

Demonstrated leadership ability

Demonstrated ability to write distinctly and to organize data

Experience in planning, developing, and conducting professional development.

Strong service orientation

Demonstrated ability in collection development



REVISED:
07/01/18

JOB TITLE:	WEB CONTENT LIBRARIAN
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	III
WORK YEAR:	194 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4165
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES

Curates instructional resources in a web-based platform to ensure districtwide consistency and equity of access for students. Plans, coordinates and administers activities and trainings for K-12 librarians and teachers.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Researches and curates online collections of resources to support and advance student achievement

Provides professional development to K-12 librarians in online curation and organization of resources to support and advance student achievement

Maintains knowledge of web-based curation tools and makes recommendations as needed

Classifies and catalogs print and non-print instructional materials using technology applications and prevailing cataloging trends, rules, and regulations

Compiles reports and makes recommendations as needed

Provides support and advisory services to ensure school library collections are culturally diverse, current, and responsive to the school vision

Maintains communication and conducts site visits to foster a culture of collaboration and innovation to empower teachers and learners

Provides professional development that supports deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, and technology competency for school based and district personnel as well as community partners

Stays abreast of web-based instructional resources and shares K-12 exemplars with teachers and librarians

Performs other duties as assigned by the Director

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Master's Degree in Education or Library Science

Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement

Five (5) years successful library experience

Demonstrated ability to work cooperatively in a team situation

DESIRABLE QUALIFICATIONS

Strong service orientation

Demonstrated leadership ability

Experience in planning, developing, and conducting professional development programs

Demonstrated ability to write distinctly and organize and interpret data