



NEW REVISED:
3/23/18
5/29/2018

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

SCOPE OF RESPONSIBILITIES
Provides leadership to coordination of a project, program or activity having moderate impact on the district occasionally affecting more than one unit or department; requires adaptation and interpretation of standard practices and procedures; contacts outside unit are limited to routine matters where approval is needed; requires general supervision. 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 for teachers and librarians in support of educational achievement for K-12 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
Provides leadership to coordination of a project, program or activity and evaluates staff as assigned. Establishes and oversees standard operating procedures for cataloging and processing of print and non-print resources for school libraries
Develops, establishes or administers project, program or activity. Establishes and monitors metrics for quality control for all technical services
Serves as liaison with other units, departments or outside agencies as required. Coordinates the provision of data essential to school library collection development, and program planning and implementation
Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned. Trains and supervises technical services staff
Maintains communication and works closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity. Serves as point of contact for library automation service providers, resource and technology vendors
Prepares and/or assists in preparation of reports, records and other documentation as required. Coordinates the bid process for library books, supplies, databases and automation services for district libraries.
Accumulates and researches data, documents and other pertinent information as required. Provides training and support to district librarians in cataloging using library automation system software
Assures compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment. Researches trends and emerging technologies related to school library operations and makes recommendations
Prepares, delivers or assists with training opportunities as appropriate. 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 supervisor. Performs other duties 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 at times requires bending, squatting, crawling, climbing, reaching with 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 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.
Three (3) years successful experience in area of assignment Five (5) years successful library experience
Successful leadership 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
Bachelor's Degree or higher.
Kentucky Professional Certification in Administration and/or Supervision
Ability to develop and 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 (Approved
on 4/24/18)

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

SCOPE OF RESPONSIBILITIES

~~Applies the school library media specialists' techniques of careful selection, classification, and cataloging to the Internet. Uses standard classification schemes or controlled vocabularies to organize or provide enhanced access to Internet resources through each school's online public access catalog. Creates a set of well-described sources from which an inexperienced user may make a selection with confidence.~~
 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

~~Uses AACR2 and the full MARC format to create bibliographical records.~~
 Researches and curates online collections of resources to support and advance student achievement

~~Updates electronic location of files regularly to guarantee accuracy of site locations.~~
 Provides professional development to K-12 librarians in online curation and organization of resources to support and advance student achievement

~~Develops and teaches school library media specialists to use a framework for developing their collection of online records.~~
 Maintains knowledge of web-based curation tools and makes recommendations as needed

~~Makes judgments on the basis of professional experience regarding Internet material acquisition suitable for younger Internet users.~~
 Classifies and catalogs print and non-print instructional materials using technology applications and prevailing cataloging trends, rules, and regulations.

~~Uses the Dewey Decimal system to classify Internet resources and presents them in an expanding classification browser.~~
 Compiles reports and makes recommendations as needed.

~~Hosts a district discussion list with archived messages of interest to Internet catalogers. Subjects covered include: various field tag queries, problems created by change of WebPage titles, etc.~~
 Provides support and advisory services to ensure school library collections are culturally diverse, current, and responsive to the school vision.

~~Provides authoritative Internet bibliographic guidance that helps school library media specialists meet their users' needs.~~
 Maintains communication and conducts site visits to foster a culture of collaboration and innovation to empower teachers and learners.

~~Keeps abreast of current trends in Internet resource acquisition/ organization and shares knowledge regularly with school library media specialists on-site.~~
 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

~~Bachelor's Degree~~

~~Master's Degree in Education or Library Science.~~

~~School library media specialist certification~~

~~Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement~~

~~Successful experience as a school librarian~~

~~Five (5) years successful library experience~~

~~Experience with organizing web-based resources using standard library tool~~

~~Demonstrated ability to work cooperatively in a team situation.~~

DESIRABLE QUALIFICATIONS

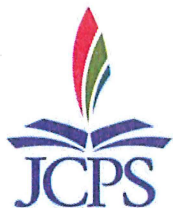
~~Demonstrated ability to work cooperatively with, and relate to, teaching staff at all levels~~

~~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:

08/08/17

7/01/18

JOB TITLE:	<u>ADVANCE PROGRAM/GIFTED & TALENTED/ADVANCE PROGRAM COORDINATOR</u>
DIVISION:	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 8
WORK YEAR:	<u>230-220 DAYS + 10 EXTENDED DAYS</u>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4231
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Provides leadership ~~and customer service to private and parochial parents and district teachers, and provides leadership guidance and training, guidance, training, and support to students, teachers, and parents~~ relative to the Advance Program in JCPS ~~district~~ schools. ~~Inform the district of guidelines and procedures passed down from-~~ 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 ~~coordination of a project, program, or activity-~~ the JCPS Advance Program and identification of students for Gifted and Talented services and evaluates staff as assigned
~~Develops, establishes, or administers project, program, or activity~~
Serves as liaison with other units, departments, or outside agencies as required
Makes recommendations regarding implementation of ~~project, program, or activity-~~ 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 ~~project, program, or activity-~~ 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

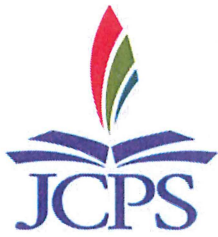
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires ~~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 with valid Kentucky Teaching Certificate
Gifted education endorsement
~~Kentucky Professional Certification in Administration and/or Supervision~~
Five (5) years successful teaching experience
Successful leadership experience

DESIRABLE QUALIFICATIONS

Kentucky Professional Certification in Administration and/or Supervision



JOB TITLE:	MANAGER TEACHER AND LEADER DEVELOPMENT
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE <u>9 10</u>
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4065
BARGAINING UNIT:	CERX

REVISED:

7/01/18 ~~(Approved 5/08/18)~~

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

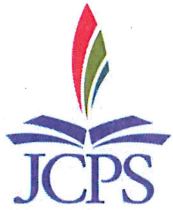
Three (3) years successful experience as a principal

Three (3) years successful experience in personnel management

DESIRABLE QUALIFICATIONS

Knowledge of management recruitment techniques and programs

Doctorate degree



REVISED:
7/01/18

(Approved on 4/24/18)

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

SCOPE OF RESPONSIBILITIES

~~Creates original MARC records for library media center materials centrally to free school library media specialists to work with students and teachers. Supervises the work of designated clerical staff.~~
 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.

~~Catalogs resources for the Audiovisual Center collection.~~
 Researches, develops, and orders collections aligned to support new school library programs.

~~Responds to cataloging related questions by school library media specialists.~~
 Maintains communication and conducts site visits to foster a culture of collaboration and innovation to empower teachers and learners.

~~Maintains master database and appropriate authority files for all resources cataloged.~~
 Provides support and advisory services to ensure school library collections are culturally diverse, current, and responsive to the school vision.

~~Provides cataloging related in-service training to school library media specialists.~~
 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.

Compiles reports and makes recommendations as needed.

~~Assists with project planning and implementation.~~

~~Participates in managing and coordinating workflow and logistical issues related to departmental special projects.~~
 Continues to acquire new skills, knowledge and competencies needed to improve work processes and shares K-12 exemplars.

~~Keeps current with new research databases and techniques, library technology programs, and Internet applications as they become available in the library.~~
 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

~~Bachelor's degree in education or library science~~
 Master's Degree with Kentucky Certification in Library Media

Valid Kentucky Teaching Certificate and library media specialist endorsement
Ability to work successfully with people
Five (5) years successful library experience
Competency with the use of library media related technology
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 in-service programs
Experience in planning, developing, and conducting professional learning
Strong service orientation
Demonstrated ability in collection development



REVISED:
07/01/18 (Approved
on 4/24/18)

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

~~The primary function of this position is to conduct original, and/or analytic and simple copy cataloging and other cataloging duties for the conversion of retrospective materials into the automated database and system. While being supervised by the Director, this person must take responsibility for problem identification, analysis and resolution, and share supervision of the clerical staff as assigned.~~

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

~~Participates in formulation of procedures, implementation of special projects, and planning on-going activities.~~
Researches and curates online collections of resources to support and advance student achievement

~~Identifies, creates, and maintains documentation on best practices and authority control list.~~
Provides professional development to K-12 librarians in online curation and organization of resources to support and advance student achievement

~~Provides professional development workshops to school library media specialists.~~
Maintains knowledge of web-based curation tools and makes recommendations as needed

~~Contributes to department newsletter and initiates listserv messages as appropriate.~~
Classifies and catalogs print and non-print instructional materials using technology applications and prevailing cataloging trends, rules, and regulations

~~Continues to acquire new skills, knowledge and competencies needed to improve work processes and shares them with center staff.~~
Compiles reports and makes recommendations as needed

~~Maintains knowledge of trends in cataloging standards and library automation through participation in regional and national meetings and listservs.~~
Provides support and advisory services to ensure school library collections are culturally diverse, current, and responsive to the school vision

~~Conducts site visits for problem identification, analysis and resolution.~~
Maintains communication and conducts site visits to foster a culture of collaboration and innovation to empower teachers and learners

~~Works with systems analyst to develop recommendations for database management to facilitate functionality.~~
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

~~Provides information related to the organization of instructional resources.~~
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
Bachelor's Degree
Master's Degree in Education or Library Science
School library certification
Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement
Knowledge of current practices, new computer technologies and trends in bibliographic control
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