



NEW:  
07/12/2004  
REVISED:  
7/01/18 (Submitted  
6/26/18)

JOB TITLE:	RESOURCE LIBRARIAN <b>CURRICULUM SERVICES</b>
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS <b>ACADEMIC SERVICES</b>
SALARY SCHEDULE/GRADE:	Job Family III
WORK YEAR:	AS APPROVED BY THE BOARD <b>194 DAYS</b>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4155
BARGAINING UNIT:	CERT

SCOPE OF RESPONSIBILITIES
Provides support, assistance and advice to school library media specialists. Follows standard library practices to meet the information resource needs of District staff and community. <b>Provides leadership in the Professional Library and Curriculum Resource Center to district staff, community partners, and students as outlined by the Library Media Services Department. Promotes overall efficiency and effectiveness of services and resources in alignment with district initiatives and departmental mission and vision. Collaborates with stakeholders to ensure optimal access to resources, and works across all departments to maximize innovation and collaboration in support of student achievement.</b>

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides guidance in the resource evaluation process and promotes the use of up-to-date resources by modeling appropriate collection development practices. <b>Coordinates the day-to-day work of staff</b>
Using onsite and online resources, researches and accumulates data, documents and other pertinent information as needed.
Provides resources and assistance in locating resources for the design and implementation of professional development, presentations and projects. <b>Plans and provides access to services that support district instructional goals for district staff and community partners</b>
Assists library media specialists in researching and implementing best practices in effective instruction and program management techniques. <b>Supports district staff in identifying and utilizing resources that enhance professional development in multiple contexts</b>
Initiates and implements special projects for the improvement of library media services. <b>Develops and maintains a balanced, relevant print and digital professional library media collection in accordance with departmental guidelines</b>
Demonstrates effective and ethical use of technology. <b>Maintains accurate financial records and materials inventory</b>
Maintains communication and works closely with district staff, local school staffs and the community regarding services provided. <b>Establishes efficient routines and procedures for the utilization and maintenance of library materials and CRC equipment and supplies</b>
Assures compliance with district policy, administrative procedures and negotiated agreements related to the use of print and electronic resources.

Applies and teaches effective and ethical use of technology; assures compliance with federal, state, district policies, administrative procedures and negotiated agreements
Teaches information literacy skills through one-on-one and group professional development. Analyzes existing practices to refine and improve services and practice
Monitors new trends and strategies in order to establish spaces and services that promote innovation, teacher leadership, and collaborative practices
Performs other duties assigned by the director. Performs other duties as assigned by Director Library Media Services

PHYSICAL DEMANDS
The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision, and hearing. The work at times requires bending, squatting, 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 driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree in Education or Library Science. Master's Degree in Education or Library Science
Valid Kentucky Teaching Certificate and library media specialist endorsement.
Successful experience as a librarian Five (5) years successful library experience
Ability to work successfully with people. Demonstrated ability to work cooperatively in a team situation
Understanding of library media related technology Demonstrated ability to write distinctly and to organize and interpret data

DESIRABLE QUALIFICATIONS
Demonstrated leadership ability. Demonstrated visionary leadership ability
Continuous improvement with technological and pedagogical trends
Advanced preparation in area of assignment with strategic insight





NEW:  
07/12/2004  
REVISED:  
7/01/18  
(Submitted  
6/26/18)

JOB TITLE:	RESOURCE LIBRARIAN <b>INSTRUCTIONAL</b>
DIVISION:	DISTRICTWIDE INSTRUCTIONAL PROGRAMS <b>ACADEMIC SERVICES</b>
SALARY SCHEDULE/GRADE:	Job Family III
WORK YEAR:	AS APPROVED BY THE BOARD <b>194 DAYS</b>
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4155
BARGAINING UNIT:	CERT

#### SCOPE OF RESPONSIBILITIES

Provides support, assistance and advice to school library media specialists. Follows standard library practices to meet the information resource needs of District staff and community. **Provides leadership and support for school based librarians for problem identification, analysis and resolution. Supports instructional programs and student achievement by advising school library media specialists on enhancing standard library practices related to K-12 curriculum and instruction, curating and securing appropriate resources, and coordinating library media services with school based instructional programs. Supports library media specialists in implementing K-12 Library Standards including technical support for the collection, classification, and cataloging of materials. Follows standard library practices to meet the information resource needs of District staff and community.**

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides guidance in the resource evaluation process and promotes the use of up-to-date resources by modeling appropriate collection development practices.  
**Assists library media specialists in researching and implementing program management techniques and best practices in effective instruction to impact student achievement**

Using onsite and online resources, researches and accumulates data, documents and other pertinent information as needed.  
**Provides direction and support for K-12 library media specialists in developing and implementing instruction of information literacy skills that support students' lifelong learning**

Provides resources and assistance in locating resources for the design and implementation of professional development, presentations and projects.  
**Initiates and implements special projects for the improvement of school based library media programs**

Assists library media specialists in researching and implementing best practices in effective instruction and program management techniques.  
**Provides guidance in the resource evaluation process and promotes the use of up-to-date resources including onsite and online data and documents**

Demonstrates effective and ethical use of technology.  
**Collaborates with the library media specialists on the design and implementation of practices and procedures that support the effective and ethical use of technology and digital resources to support student learning**

Maintains communication and works closely with district staff, local school staffs and the community regarding services provided.  
**Maintains communication with district staff, school staff, and the community to foster a culture of collaboration and innovation to empower teachers and learners**

Assures compliance with district policy, administrative procedures and negotiated agreements related to the use of print and electronic resources.  
**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**

Assures compliance with district policy, administrative procedures and negotiated agreements related to the use of print and electronic resources. **Maintains knowledge of trends in cataloging standards and library automation**

**Supports technical services by classifying and cataloging print and non-print instructional materials using technology applications and prevailing cataloging trends, rules, and regulations**

Performs other duties assigned by the Director
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PHYSICAL DEMANDS
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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. The work requires activities involving driving automotive equipment.
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MINIMUM QUALIFICATIONS
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<del>Bachelor's Degree in Education or Library Science</del> <b>Master's Degree in Education or Library Science</b>
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<del>Valid Kentucky Teaching Certificate and Library Media Specialist Endorsement</del>
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<del>Successful experience as a librarian</del>
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<del>Ability to work successfully with people</del> <b>Five (5) years successful library experience</b>
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<del>Understanding of library media related technology</del> <b>Demonstrated ability to work cooperatively in a team situation</b>
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DESIRABLE QUALIFICATIONS
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Demonstrated leadership ability
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Demonstrated ability to write distinctly and to organize and interpret data
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Experience in planning, developing, and conducting professional development programs
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<b>Demonstrated ability in collection development</b>
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<b>Ability to develop, coach, and facilitate learning with librarian leadership teams</b>
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REVISED:

2/23/16

7/01/18

(Submitted 6/26/18)

JOB TITLE:	MANAGER OF PAYROLL AND CASH MANAGEMENT
DIVISION:	BUSINESS SERVICES FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE <del>11</del> <b>10</b>
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8028
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for the salary payments and related functions for all employees, for the processing validating of all invoices, and for the Food Service accounting for school district; continues to refine control and accuracy of the district's major business accounting functions; requires considerable judgment applying policies and procedures dealing with a wide range of problems in a area that is constantly changing. Independence of job responsibility is stressed and work is reviewed through resulted obtained **all payroll processing functions to insure accuracy and timely completion of the district's payroll and compliance with all federal, state and local regulations as well as district policies, and procedures, and collective bargaining agreements.**

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs and plans the work of payroll accounts payable and food services, accounting sections and all related functions including supervision of accounts receivable collection procedures — general and school activity funds. **including the development of payroll processing schedules; generates and finalizes the district's bi-weekly payroll processing; assists with complex fiscal year-end closing schedules, and manages summer escrow payroll processing and distribution of pay on the required pay dates**

Supervises the maintenance of adequate controls in both payroll and accounts payable functions to ensure the accuracy of checks and reports produced including salary overpayment collection procedures; **reviews and validates data integrity reports to insure all time reporting and deductions are imported and processed in accordance with required processing schedules**

Serves as a liaison between employees, management information services, personnel and the accounting department. **district departments and personnel to provide guidance, obtain information and resolve complex issues**

Assists as needed in implementing and maintaining double entry accounting system including coordination of monthly and with the annual fiscal year closing **Trains, supervises and evaluates the performance of assigned payroll personnel; monitors and adjusts workflow and assignments to meet established timelines**

Supervises preparation of federal, state, city and county tax returns including the preparation of FICA, occupational tax report and ensures preparation of annual income tax statements (W-2s). **Manages quarterly and annual tax reports, reconciles and remits applicable tax deposits; assists with reconciling W-2s and the reporting of third party sick pay. Reviews system transactions for accuracy and coordinates corrections as necessary**

Supervises preparation of Kentucky Teachers' Retirement System reports and **the reconciliation and remittance of the County Employees Retirement System (CERS) monthly and annual reports**

Plans and **Directs the payroll staff** work with payroll deduction representatives and all payroll deduction reports **insures payroll deductions are reconciled and remitted by the required deadlines. Reviews and approves remittance of payroll direct deposit files, ACH reversals and redirects, and vendor ACH payments in compliance with required deadlines**

Supervises and maintains procedures which ensure payment of voucher payments such as utilities, sanitation services, payments to consultants and facilitators. Supervises **testing of all new system functionality related to payroll processing; reports and tracks resolution; assists with recommendation of system upgrades and improved procedures and policies**

Maintains **departmental** procedures for reimbursement of travel expenses. **payroll and deduction processing**

Performs other duties as assigned by the Director of Accounting. **Executive Administrator of Payroll**

#### PHYSICAL DEMANDS

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

#### MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years successful experience in supervision and/or payroll <b>processing</b> and/or accounting functions
Demonstrated ability to communicate effectively.
Demonstrated ability to meet established deadlines and to work accurately

DESIRABLE QUALIFICATIONS
Master's degree
Kentucky Certification endorsed as School Business Official <b>Certified School Financial Manager</b>