



REVISED:
7/01/18
(Submitted 6/26/18)

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

SCOPE OF RESPONSIBILITIES
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.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates the day-to-day work of staff
Plans and provides access to services that support district instructional goals for district staff and community partners
Supports district staff in identifying and utilizing resources that enhance professional development in multiple contexts
Develops and maintains a balanced, relevant print and digital professional library media collection in accordance with departmental guidelines
Maintains accurate financial records and materials inventory
Establishes efficient routines and procedures for the utilization and maintenance of library materials and CRC equipment and supplies
Applies and teaches effective and ethical use of technology; assures compliance with federal, state, district policies, administrative procedures and negotiated agreements
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 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
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 visionary leadership ability
Continuous improvement with technological and pedagogical trends
Advanced preparation in area of assignment with strategic insight



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

SCOPE OF RESPONSIBILITIES

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

Assists library media specialists in researching and implementing program management techniques and best practices in effective instruction to impact student achievement

Provides direction and support for K-12 library media specialists in developing and implementing instruction of information literacy skills that support students' lifelong learning

Initiates and implements special projects for the improvement of school based library media programs

Provides guidance in the resource evaluation process and promotes the use of up-to-date resources including onsite and online data and documents

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 with district staff, school staff, and the community 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

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

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 driving automotive equipment.

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 and interpret data

Experience in planning, developing, and conducting professional development programs

Demonstrated ability in collection development

Ability to develop, coach, and facilitate learning with librarian leadership teams



REVISED:
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JOB TITLE:	MANAGER OF PAYROLL
DIVISION:	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8028
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for 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 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 payroll; 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 district departments and personnel to provide guidance, obtain information and resolve complex issues

Trains, supervises and evaluates the performance of assigned payroll personnel; monitors and adjusts workflow and assignments to meet established timelines

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 the reconciliation and remittance of the County Employees Retirement System (CERS) monthly and annual reports

Directs the payroll staff work with payroll deduction representatives and 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 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 payroll and deduction processing

Performs other duties as assigned by the 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 payroll processing

Demonstrated ability to communicate effectively.

Demonstrated ability to meet established deadlines and to work accurately

DESIRABLE QUALIFICATIONS

Master's degree

Kentucky Certified School Financial Manager