



REVISED:
07/01/2018

JOB TITLE:	DIRECTOR TEACHER AND LEADER DEVELOPMENT
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 13
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 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

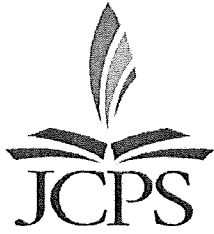
Three (3) years successful experience as a principal

Three (3) years successful experience in personnel management

DESIRABLE QUALIFICATIONS

Knowledge of management recruitment techniques and programs

Doctorate degree



NEW:

07/12/2004

JOB TITLE:	RESOURCE LIBRARIAN
DIVISION	DISTRICTWIDE INSTRUCTIONAL PROGRAMS
SALARY SCHEDULE/GRADE:	Job Family III
WORK YEAR:	AS APPROVED BY THE BOARD
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.

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.

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.

Assists library media specialists in researching and implementing best practices in effective instruction and program management techniques.

Initiates and implements special projects for the improvement of library media services.

Demonstrates effective and ethical use of technology.

Maintains communication and works closely with district staff, local school staffs and the community regarding services provided.

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

Teaches information literacy skills through one-on-one and group professional development.

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, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Education or Library Science

Valid Kentucky Teaching Certificate and library media specialist endorsement

Successful experience as a librarian

Ability to work successfully with people

Understanding of library media related technology

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