

## **SAN MATEO COUNTY OFFICE OF EDUCATION COORDINATOR, SCHOOL LIBRARY SERVICES**

### **JOB SUMMARY:**

Under the direction of the Administrator of the Curriculum and Instruction Services in the Instructional Services Division, coordinate, develop and deliver services to schools and districts including training to library staff, overseeing materials selection, evaluating and supervising personnel and providing leadership in library policies and operations.

### **ESSENTIAL DUTIES:**

- Provide leadership and direction to library staff in contracting elementary school districts, including program planning, materials selection, and training for library personnel and volunteers;
- Assist in the development and implementation of library programs, projects, and services including development of district library plans and policies; assist school districts in complying with State and federal requirements;
- Plan, organize, and implement training activities, instructional resources, and professional development programs for library media teachers, paraprofessionals, and library clerical assistants;
- Convene job-alike group meetings for library media teachers, library assistants, and paraprofessionals. Provide consultation and technical assistance on library resources, legislation, and standards;
- Develop Web services and online training materials for school library media teachers, paraprofessionals, and library clerical assistants;
- Assist districts with the design and implementation of library automation and selection of appropriate technologies for school libraries;
- Collaborate in the digital media partnership with Peninsula Library System in developing and implementing Library Links for Education Program which makes public library databases easily available to San Mateo County students and teachers;
- Coordinate with Curriculum Services and Networks for Success staff to provide literacy support to Program Improvement and/or DAIT schools and districts;
- Create and maintain collaborative working relationships with district and school staffs, appropriate public or private agencies, and community organizations to promote literacy;
- Support fully a commitment to ensuring significant improvement in the achievement of students of color, students living in poverty, and English learners;
- Select, train, supervise and evaluate support personnel

### **KNOWLEDGE, SKILLS AND ABILITY:**

#### **KNOWLEDGE OF:**

- Organization, coordination and implementation of the programs, training activities, instructional resources and support functions of school library services including materials selection and maintenance;
- Current research and best practices on techniques and strategies related to library services;
- Library plans, program planning and compliance with local policies, State and federal guidelines;
- Technology as related to library services including automation, internet research, web services and online training;
- Principles, theories, standards, practices and strategies in accelerating student learning and achievement, especially for students of color, English learners, students with disabilities and students living in poverty.

#### **SKILLS AND ABILITY TO:**

- Provide consultation and technical assistance concerning library services and related content, standards, requirements, principles, practices, techniques and procedures;
- Design, develop, implement and conduct effective training and professional development activities for faculty, staff and administrators concerning library services;
- Establish and maintain collaborative and effective working relationships with a wide variety of individuals and interest groups
- Facilitate groups in planning, problem solving and decision-making;
- Demonstrate tact, patience and courtesy at all times
- Analyze situations accurately and adopt an effective course of action
- Multi-task, meet deadlines and establish priorities in a fast-paced work environment
- Work independently with little direction;
- Communicate effectively orally and in writing

- Operate computer, presentation equipment and software, office equipment, and other instructional technology at an advanced level
- Prepare and maintain various records, reports and files.

**Required Qualifications:**

Education & Experience:

Master's degree from an accredited college or university in Library/Information Science

Three or more years of experience as a school library media teacher or school librarian

Licenses & Other Requirements:

Valid California Library Media Teacher Services credential or valid California credential authorizing school library services

Valid Administrative Services Credential or meet the criteria and enroll in a University program which grants the Administrative Intern Credential

**WORKING CONDITIONS:**

Environment:

- Indoor office environment
- Driving a vehicle to conduct work

Physical Demands:

- Hearing and speaking to exchange information and make presentations
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time.