



Job Description

Position Title:	Library and Digital Commons, Coordinator
Job Title:	Library and Digital Commons, Coordinator
Function:	Program/Project Management
Family:	Program Management
Reports to:	Senior Executive Director Educational Technology and Extended Lear

Terms of Employment:					
Pay Grade:	E17	Minimum Salary: *	\$69,460	Mid-Point Salary:	\$84,391
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	230	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded				

Job Scope

Uses significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and highly complex departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

Plan, develop, coordinate, implement and provide oversight to all functions of District-wide library media services. Ensure quality delivery of services, including library policies and procedures, professional learning, library and technology resources, and partnership initiatives.

Essential Functions / Key Responsibilities

1. Oversee, plan, coordinate, implement, monitor, and evaluates the activities and/or programs in the assigned area of specialization.
2. Deploy new and existing programs and initiatives designed to address the needs of the district and/or students; ensures adherence to mandated guidelines governing the activities or program(s).
3. Establish procedures for the classification and cataloging of library materials according to accepted library practices.
4. Establish and maintain budgets including procurement, deliveries, invoicing, payment, etc.
5. Develops and manages the Library and Digital Commons budget, making recommendations for expenditures that align with the goals of the district.
6. Establish and maintain communication protocols with Digital Teacher Librarians for program implementation, feedback, and evaluation.
7. Develop training and other materials necessary to effectively offer program support, and resources to stakeholders and program recipients.
8. Participate in the development of grant requests and proposals, as appropriate.
9. Develop and revise policies, regulations, curriculum, handbook, newsletters, plans, and other materials related to the assigned program.



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10. Provide leadership and direction to the Reconsideration Committee and conduct hearings if library materials are challenged, in accordance with District policy.
11. Participate in the selection of new librarians throughout the district.
12. Provide oversight and guidance on school library budgets to ensure budgets are appropriately aligned with campus and District goals.
13. Equitably distributes free books, materials, catalogs from vendors, donors, or other resources and ensures compliance with District policy when accepting donations for library services.
14. Use collaborative platforms, social media, web conferencing tools, and infographic software for communication and productivity.
15. Provide organization, leadership, communication, problem-solving, facilitation, collaboration, data disaggregation, multi-tasking, and decision-making.
16. Lead large professional development for adult learners with interactive practices and in a variety of settings.
17. Monitor program implementation and may evaluate personnel.
18. Conduct library observations and provide feedback to campus administration.
19. Perform MARC cataloging, load vendor records, use and access other cataloging components as needed to support campus libraries.
20. Coordinate and compile district-wide reports, including bi-annual circulation statistics and annual inventory.
21. Actively seek partnerships, plan, and facilitate events that promote library resource services.
22. Participate in ongoing training to further District goals and to enhance personal and professional skills; maintain current knowledge regarding practices and research in assigned area(s); maintain expertise in school district/public library administration, leadership, STEM education and service delivery.
23. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Master's Degree from an accredited college or university in Library Science or related field.
- Valid Texas School Librarian/Learning Resource certification.
- 3+ years as a school librarian or leadership (non-classroom) at the campus/central office level.
- 3+ years' experience successful teaching.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Preferred Requirements

- Master's Degree from an accredited college or university in Library Science.
- Valid Texas Principal/Mid-Management certification.

Knowledge, Skills & Abilities

- Effective leadership practices in program management and working with groups.
- Knowledge and experience with School Library Management.
- Familiar with Google apps for Education and iPad apps.
- MARC cataloging experience and familiarity with RDA.
- Expertise with a wide variety of online databases and their integrated use in libraries.
- Knowledge of state curriculum (TEKS) and Library Standards.



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- Knowledge and skills using productivity tools Microsoft Suite and Google Suite.
- Methods, materials, and techniques employed in the administration of professional learning.
- Knowledge of research methods and sources of information related to library media services.
- Integration of technology and maker-spaces into the curriculum and library practices.
- Knowledge in the area of literacy and bi-literacy practices.
- Broad-based knowledge and training in research-based teaching and learning strategies.
- Knowledge of and skill in implementing instructional planning and model teaching.
- Knowledge of 21st Century Learning Competencies: communication, collaboration, critical thinking, and creativity in the library environment.
- Ability to effectively establish working relationships with staff, parents, students, government agencies, and the community.
- Knowledge of local, state, and federal policies and procedures as pertains to program administration.
- Demonstrated written and oral communication skills including use of collaborative platforms, social media, web conferencing tools, and infographic software.
- Strong organizational skills and attention to detail.
- Ability to work independently utilizing effective time management skills.
- Ability to respond to all staff, parent, and administrator concerns in a timely and professional manner.
- Working Knowledge in budgeting and procurement.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:
<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado



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inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: _____

Date: _____