

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR, LIBRARY, MEDIA, READING AND LITERACY

BASIC FUNCTION:

Under the direction of the Director, Instructional Support Services, lead consultation and specialized training to the school district and county office personnel related to reading/language arts, 21st Century literacies, library services, and facilitate and train on the textbook adoption process. Manage, maintain, and organize the Learning Resources Display Center (LRDC) and Professional Library for administrators, teachers, and students of VCOE and Ventura County; assist library patrons and perform reference duties; serve as a consultant for county school and charter libraries.

REPRESENTATIVE DUTIES:

Maintain accurate information on each district's pilot and selection of adopted instructional core materials; schedule meetings for district committee's review of materials; inform district administrators of local/state events; prepare information for County and District meetings; and assist school library staff and administrators in submitting yearly School Library Survey to CDE;

Communicate to districts and schools, information on current local and state adoption events; maintain current catalogues of publisher information; organize and publicize publisher presentations; review and report on evaluations to publishers; maintain and update webpages for library and LRDC;

Collaborate with county educators (e.g. on a regular basis, etc.) for the purpose of implementing and maintaining library services and/or programs;

The Learning Coordinator will also assume significant responsibility for assisting in overall program planning, supervision, and evaluation of various professional learning components within the department including assisting in the selection, scheduling, monitoring, and evaluation of personnel contracted to provide support services through the VCOE;

Facilitate and participate in meetings, workshops, trainings, and seminars (e.g. maintaining current knowledge of media resources, curricular requirements and applicable computer and digital technologies, etc.) for the purpose of conveying and/or gathering information required to perform functions;

Ensure ordering, receipt, processing, cataloging and circulation of library books, and other instructional materials are available for circulation in the Professional Library and the Learning Resources Display Center;

Lead the receipt, process and display all State Board adopted materials; maintain inventory of materials; and maintain updated publisher representative contact information;

Maintain records for lost or damaged materials; prepare and distribute monthly bibliographies of new library acquisitions;

Assist with research projects, locating research and/or articles, copyright permissions as requested;

Serve as a resource to students, teachers and administrators; provide expertise concerning specific materials and strategies for integrating literature into established curriculum framework and content areas;

Provide support for on-site library services to LEA's per agreement, including collection development, cataloging and shelving;

Provide leadership and consultation in area of concentration for the purpose of ensuring support and development of professional learning for county school districts;

Develop and administer an effective library program as identified by the Model School Library Standards for California Public Schools;

Develop programs for and deliver Professional Learning for school library services;

Expand educational outreach to students and their families in the safe and ethical use of information technologies and digital citizenship;

Plan, coordinate or supervise school library programs with the instructional programs; select materials in accordance with the materials selection policy; develop policies and procedures for and management of the court and community school programs;

Promote literacy through activities such as book talks, author visits, reading promotions, and literature activities for students, teachers, and parents;

Research, preview and evaluate media materials in accordance with state curricular frameworks, legislative mandates, Model School Library Standards for California Public Schools, cultural priorities and the needs of the county office;

Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area;

Maintain current knowledge of children's literature, and current lists of K-12 literature to support classroom instruction and content;

Maintain updated versions or alternate formats of instructional materials; re-shelve materials following committee meetings; contact publishers for replacement copies;

Conduct committee meetings for Social Content Review; recruit volunteers and plan and inform members of meeting dates and cancellations; receive, inventory and document SCR materials and report to CDE contact; prepare invoice for committee work and submit yearly report;

Maintain professional library records in computerized form related to the circulation of library and other related printed materials and library statistics; prepare statistical information for annual reports as required;

Maintain LRDC/Library Webpages and digital resources on the VCOE Web Site;

Supervise the printing and sales of specific publications (e.g., Badger Claws of Claws by Matthew Boardman) to districts and schools in and around Ventura County;

Monitor library budgets and

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic function, operation and maintenance of a professional library;
Dewey Decimal system of classification;
Library practices, procedures and terminology;
Library reference materials and resources;
Computerized library, on-line catalog, and inventory on-line bibliographic data base and subsystems;
Applying curriculum and instructional techniques;
Model School Library Standards for California Public Schools;
Cataloging rules and standards for library books and related resource materials;
School district use of core instructional materials including intervention and English;
Language Development, and appropriate reference materials for the County;
Current office practices, procedures and equipment;
Use of instructional materials software components for adopted materials;
Basic record-keeping techniques;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Applicable sections of the State Education Code and other applicable laws;
Computer word processing, spreadsheet, and database, as well as related library software programs;
California Department of Education Textbook adoption cycle.

ABILITY TO:

Plan, schedule, organize and promote library services to administrators, teachers, and students;
Maintain library in a neat and orderly condition;
Perform technical library duties related to the acquisition, processing, classification, cataloging circulation of books, periodicals and other library materials in both computerized and written form;
Compose correspondence and written materials independently;
Understand and resolve issues, complaints or problems;
Learn and apply proper procedures regarding the Dewey Classification System; Communicate effectively both orally and in writing;
Speak in front of groups;
Maintain accurate statistical records;
Maintain records and prepare reports;
Learn, apply and explain policies, procedures, rules and regulations;
Learn department and program objectives and goals and
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Demonstrate competence in communicating effectively with professional staff and representatives of other agencies in written and oral form.

Possess at least 5 years of successful teaching/librarian experience. Experience at both elementary and secondary levels is highly desirable.

Possess specialized skills, specific experience, and advanced training and/or certification within one or more core academic areas of the school curriculum, preferably reading or English/language arts.

Have a record of excellence in making small and large group presentations, including demonstration teaching skills and workshop/conference speaking.

LICENSES AND OTHER REQUIREMENTS:

Possess a California Library Media Teacher/Teacher Librarian Services Credential or be willing to enroll in a CTE approved Teacher Librarian Services Credential program

Possess a Cross-cultural Language and Academic Development (CLAD) Certificate or other English Learner Authorization.

A California Administrative Services Credential is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Subject to inside environmental conditions, and Subject to constant interruptions.

PHYSICAL ABILITIES:

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes;

Perform lifting, pushing and/or pulling which does not exceed 50 pounds;

Reaching overhead, above the shoulders and horizontally to pull and shelve materials, pushing or pulling book carts and book cartons;

Bending at the waist to re-shelve and retrieve books and periodicals; and

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.