

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: COORDINATOR – SCHOOL LIBRARY SERVICES

#### BASIC FUNCTION:

Under the direction of the Director III - iSTEAM, operates as the librarian of record; coordinates, develops and delivers 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; provides literacy and librarian support to programs in the Educational Services Division; coordinates and partners with county and city lead librarians for the benefit of schools and SCCOE programs.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Operates as the librarian of record for Santa Clara County Office of Education programs and various Santa Clara County School Districts;

Provides library and media services for SCCOE student serving programs;

Develops model lessons, book club guides and other resources to accompany selected books;

Provides leadership and direction to library staff in contracting elementary school districts, including program planning, materials selection, and training for library personnel and volunteers;

Assists in the development and implementation of library programs, projects, and services including development of district library plans and policies; assists school districts in complying with State and federal requirements;

Plans, organizes, and implements training activities, instructional resources, and professional development programs for library media teachers, paraprofessionals, and library clerical assistants;

Convenes job-alike group meetings for library media teachers, library assistants, and paraprofessionals; provides consultation and technical assistance on library resources, legislation, and standards;

Develops web services and online training materials for school library media teachers, paraprofessionals, and library clerical assistants;

Assists districts with the design and implementation of library automation and selection of appropriate technologies for school libraries;

Assists the County Superintendent with the leadership and implementation of Silicon Valley Reads, including the children's programs;

Provides literacy support to SCCOE programs in the Educational Services Division;

Creates and maintains collaborative working relationships with various districts and school staff, appropriate public or private agencies, and community organizations to promote literacy;

Arranges author visits, writing programs and contests for youth;

**Coordinator – School Library Services****Page 2**

Fully supports a commitment to ensuring significant improvement in the achievement of underrepresented students: low socio economic, English Learner, and minority;

Selects, trains, supervises and evaluates support personnel;

Serves as a resource to districts and the SCCOE; serves on assigned task forces and committees;

Collaborates with SCCOE Professional Learning staff when appropriate;

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; manages and authorizes expenditures in accordance with established limitations;

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned;

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in County Office meetings and events;

Provides assistance to Educator Preparation Programs for book and material selections and assistance with research (supports book studies and book talks for SCCOE leadership team members).

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:****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;

Collecting and assembling data to generate reports;

Budget preparation and management;

Operation of a computer and assigned software.

**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.

**EDUCATION AND 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 AND 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;  
 Valid California driver's license



**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
 Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

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

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
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Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date