



DIRECTOR, LITERACIES, OUTREACH, AND LIBRARIES

JOB SUMMARY

Under the general direction of the Assistant Superintendent of Educational Services, responsible for assisting with the development of information literacy, digital resources, parent and community outreach, resource development, grant writing, and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides vision and training for staff around new literacies including but not limited to College Career Ready, Career Technical Education, and 21st Century Skills
- Provides vision and leadership for instructional technology planning, development and implementation
- Directs the continuous improvement and innovation of the educational technology program, department, staff, equipment, and procedures
- Develops, promotes, and coordinates curriculum designed specifically to integrate the use of Internet information resources and Internet projects into existing curriculum
- Incorporates most recent educational technology developments into district planning and implementation
- Assists with the development and planning of professional development
- Assists with the organization and development of online portal resources for teachers
- Gathers data and presents reports to Management Team, Instructional Leadership Committee, the Board of Trustees, and other groups
- Develops policies and procedures for the use of computers and technology for instructional purposes
- Assists with parent education and engagement programs
- Explores alternative resources for funding instructional practices such as grant writing, business partnerships, and coordination of services
- Provides leadership and support in grant writing
- Serves as a liaison for special programs with other groups and agencies outside the District
- Establish and maintain working relationships with educational technology hardware and software vendors/publishers
- Serves as a staff liaison for, or as a member of, appropriate committees within the District
- Coordinates planning and development of library instruction
- Other related duties as assigned

OTHER RELATED DUTIES:

- Works closely with and oversees the work of the library media aides
- Works closely with and supports the work of the community liaison

QUALIFICATIONS

Knowledge of:

- Information Literacy and Libraries
- Community Resources
- Grant Writing
- Curriculum and Effective Teaching Practices
- Second Language Acquisition
- Dual Language Immersion Programs
- Technology devices, software applications, and procedures

Ability to:

- Develop and maintain effective working relationships with staff, administrators, vendors, and community members
- Read, interpret and apply complex rules, and regulations as it relates to federal and state program, funding, and assessment information
- Communicate effectively with staff, parents, school sites, community members, and government agencies in both oral and written form
- Train, supervise and support employees
- Present workshops and training
- Maintain regular and consistent attendance

EXPERIENCE:

- 5 years successful teaching experience
- Demonstrated ability to train, supervise and support employees
- Demonstrated ability to present workshops and training

EDUCATION, LICENSES AND OTHER REQUIREMENTS:

- Possess valid California Teaching and Administrative Services Credentials
- Teacher Librarian Services Credential preferred
- Bilingual preferred

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires frequent district wide travel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

OTHER:

- Possession of an appropriate, valid California driver's license and employee-provided transportation required.