

## LEARNING RESOURCE CENTER FACILITATOR

### Primary Function (Job Goal)

To coordinate and oversee the operation of all libraries in the district

### Reports To (accountability)

Assistant Superintendent for Teaching and Learning

### Supervisory Responsibilities

LRC Associates

### Qualifications

- Professional Educator License
- Endorsement in Library Science/Media
- Master's Degree in Library Science or Instructional Technology
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### Physical Requirements

Utilize resources from other work units when required to perform the job's functions. Must be able to communicate verbally and through email with district schools when providing information.

Generally the job requires 65% sitting, 20% walking, and 15% standing.

This job is performed in a generally clean and healthy environment.

### Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supervise the operation of the District LRC program including centralized media services, and technical services.
- Develop, implement and evaluate LRC objectives, policies, programs and services.
- Direct the centralized acquisition, processing of instructional materials, procedures for classification and distribution of LRC materials.
- Develop LRC budget and administer all monies for the LRC program.
- Prepare and distribute information on LRC services, instructional technology and new software to LRC staff.
- Develop long range improvement plans for the District and building LRC programs as well as technology planning and implementation as required by the Board of Education.
- Provide staff development programs for LRC staff and other technology interested personnel.
- Keep informed about all types of information resources, both instructional and management-oriented, in all media formats and remain up-to-date on trends and developments regarding their use.
- Maintain communication with local, state and national organizations, institutions and agencies involved in media, curriculum and educational leadership.
- Serve as liaison with community library to provide better understanding and sharing of program services and resources.
- Provide assistance and guidance to LRC staff members.

- Prepare agenda and chair regular LRC staff meetings.
- Coordinate end-of-year activities such as inventory, purchase orders, equipment repair and cleaning.
- Search and apply for grants to develop LRC programs.
- Maintain accurate inventory of all LRC holdings in the district.

### Job Requirements: Skills, Knowledge, Abilities and Responsibilities

The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates support for the mission, beliefs and goals of Troy Community Consolidated School District 30C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Interest in the well-being of all students.
- Advanced office skills including use of a PC computer, knowledge of word processing, spreadsheet, database and routing and planning software.
- Maintains confidentiality in matters relating to staff, students and administrators.
- Able to work with a variety of people in a highly, diverse environment.
- Able to be flexible and work in an environment with frequent telephone and walk-in interruptions.
- Be attentive to detail.
- Exercise good judgment.
- Work without close supervision.
- Follow written and verbal instructions in English.
- Establish and maintains effective working relationships.
- Meet deadlines and schedules.
- Set priorities.
- Multi-tasking.
- Lead, guide, and/or coordinate others.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

### Term of Employment

190 days

Completion of mandated training through Global Compliance Network

FLSA Exempt

### Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of Professional Personnel.

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Employee Signature

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Date