

Coordinator IV, Library Services

Position Details

Job Code: U7402

Reference Code: A148

Division/Unit: Curriculum and Instruction

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The primary function for this licensed administrative position is to serve as an instructional leader that provides professional learning opportunities to teacher-librarians, teachers, site-based administrators, and central office staff, on the development and implementation of effective Tier I library instruction and collaborative teaching of other content area instruction, including the coordination and use of Tier I instructional materials and library materials, program development and analysis, and instructional support. This position collaborates with teacher-librarians, teachers, administrators, staff, and the community on the implementation of research-based teaching, learning, and assessment strategies and practices for school libraries and information literacy instruction. This position is responsible to the Director of Literacy and Language Development Department, Curriculum and Instruction Division (CID), Academic Unit (AU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Establishes and maintains administrative relationships with elementary schools, middle schools, high schools, charter schools, colleges and universities, and other state and federal agencies.

2. Provides leadership to teacher-librarians on how to collect, analyze, and review circulation data in order to revise, improve, and plan for future collections and improved circulation outcomes.
3. Collaborates with Clark County School District (CCSD) leadership, region superintendents, and school associate superintendents and/or designee(s) to accomplish CCSD goals.
4. Collaborates with other administrators and other departments to provide support for the CCSD Literacy and Technology Initiatives.
5. Collaborates with User Support Services Division to provide expertise and guidance on the implementation of Destiny Resource Manager to manage both textbooks and technology.
6. Provides training, resources, and support for online databases as well as technology platforms purchased by CCSD and the state.
7. Conducts site observations of teacher-librarians and collaborates with the site administration to develop a plan for Tier I instruction, student literacy achievement and provides customized professional learning.
8. Participates in site visits to schools to review programs and collaborate with curriculum administrators, teacher-librarians, and teachers to ensure program alignment.
9. Develops school library collections for all new schools and provides recommendations for additions to existing school library collections.
10. Develops and coordinates Library Services professional learning activities for teacher-librarians, teachers, and administrators.
11. Plans, organizes, and coordinates CCSD programs for curriculum and instruction related to Library Services.
12. Facilitates professional learning opportunities for teacher-librarians and classroom teachers to collaborate with one another to use Tier I instructional materials and strategies to plan impactful, engaging instruction.
13. Creates and facilitates districtwide professional learning communities for teacher-librarians to increase instructional capacity and collaboration opportunities to support high-quality instruction for all students.
14. Assists in the planning of new and renovated school libraries to provide recommendations on collections, program design, and physical space.
15. Facilitates the selection and supervision of teacher task forces for library curriculum development and revision process, instructional materials selection, and for various other curriculum-related projects.
16. Plans, manages, and facilitates the work of teacher task forces in the development of professional learning opportunities, library instructional resources

- for CCSD identified platforms, and assessment of the needs of teacher-librarians and school library programs.
17. Coordinates development and implementation of effective library instructional programs in alignment with CCSD goals.
 18. Provides leadership in the development, implementation, and oversight for school library programs in accordance with Policy 6161.
 19. Articulates and advocates for effective library curriculum, programs, and research to teacher-librarians, teachers, administrators, parents/guardians, and community members.
 20. Collaborates with curriculum directors to monitor and evaluate charter school literacy curriculum as it relates to Library Services, specifically informational literacy standards.
 21. Seeks grant opportunities to support library education; administers and implements existing grants.
 22. Assists with data collection and grant monitoring; reports findings to the Director of Literacy and Language Development.
 23. Develops, monitors, and evaluates project plans to ensure completion within timeline and budget.
 24. Serves as liaison, as appropriate, to community groups and public agencies, and represents CCSD in matters related to library services at the local, state, and national levels.
 25. Interprets CCSD policy and procedures related to educational materials for parents/guardians, teachers, administrators, and other interested groups.
 26. Develops and delivers professional learning to support schools with the effective implementation of Policy 6161 and Regulation 6150, specifically supporting schools with establishing a process for the review, selection, and provision of supplemental instructional materials and school library resources.
 27. Gathers, evaluates, and disseminates research-based practices in curriculum, instruction, and assessment to support teacher-librarians with effective implementation and delivery of instruction related to the Nevada Academic Content Standards (NVACS): K-12 Library Standards for Information Literacy and the CCSD Literacy Plan.
 28. Coordinates operations with the Las Vegas-Clark County Library District, Las Vegas Library District, City of North Las Vegas Library District, Boulder City Library District, and City of Henderson Library District to facilitate Community Share, the Summer Reading Program, and other programs and initiatives.
 29. Directs and provides reference services; responds to requests for information, researches questions, and provides general and complex information to the Clark

- County School District Board of Trustees, teacher-librarians, general public, and CCSD employees as related to Library Services.
30. Prepares annual reports to the Board of Trustees analyzing school budget allocation for library resources and compliance with required staffing.
 31. Develops and monitors Library Services operating and grant budgets; monitors and oversees departmental expenditures: prepares special and recurring reports, grants, proposals, and contracts.
 32. Develops resources and supports administrators, teachers, and other school staff to align with the NVACS: K-12 Library Standards for Information Literacy and the Nevada Educator Performance Framework (NEPF) for teacher-librarians.
 33. Manages the Curriculum and Instruction Division Library including organization of an effective 21st Century Innovative Space, reference, circulation, collection development, cataloging and community resources.
 34. Manages multiple projects and responsibilities simultaneously and prioritizes accordingly.
 35. Oversees and facilitates projects to promote improved literacy opportunities in the community including projects such as APPLE CORE, Bristlecone Storytelling Festival, Poetry Jam, and other projects as assigned.
 36. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of NVACS: K-12 Library Standards for Information Literacy.
2. Knowledge of CCSD budgetary processes.
3. Knowledge of federal, state, and local policies and procedures, including but not limited to the Children's Internet Protection Act (CIPA), the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and Every Student Succeeds Act (ESSA).
4. Knowledge of and experience with the administrative functions of Destiny Library Manager.
5. Knowledge of national school library best practices and trends, as outlined by leading organizations in the field (e.g., American Library Association (ALA) and American Association of School Librarians (AASL)).
6. Knowledge of best practices and trends for the integration of technology into teaching and learning, as outlined by leading organizations in the field (i.e. International Society for Technology in Education (ISTE)).
7. Knowledge of best practices for teaching and learning, including curriculum, instruction and assessment.
8. Familiarity with systems integration processes.

9. Experience with CCSD online learning software (e.g., Google Suite for Education, Canvas LMS).
 10. Knowledge of the Nevada Administrative Codes (NAC) pertaining to information literacy instruction in the school library program.
 11. Knowledge of best practices for teaching and learning in information literacy, inquiry learning, and research.
 12. Knowledge of CCSD policies and regulations pertaining to school library collections, including Regulation 6150.
 13. Ability to communicate effectively both verbally and in writing.
 14. Ability to work cooperatively with school and administrative personnel.
 15. Ability to write, analyze, and edit curriculum documents.
 16. Ability to present effectively using appropriate presentation skills.
 17. Ability to present with a high level of self-confidence, initiative, self-direction, and motivation.
 18. Ability to plan, organize, and coordinate job-related tasks.
 19. Ability to work under pressure and meet deadlines.
 20. Ability to exercise diplomacy, sound judgment, leadership, problem solving, and accountability.
 21. Ability to develop handbooks, catalogs, brochures, policies, regulations, procedures, and reports.
 22. Ability to work cooperatively with other departments within CCSD and with other agencies at the university, state, and national level.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university with course work in library services.

Licenses and Certifications

1. Hold, or be able to acquire, by the time of appointment to the position, a Nevada administrative endorsement.
2. Hold a Nevada School Library Media Specialist endorsement.
3. A valid driver's license or state-issued identification.

Experience

1. Have previously demonstrated five (5) years of successful licensed teaching experience in an accredited K-12 public or private school; and, be able to acquire, by the time of appointment, appropriate Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.
2. Training and experience with library programs.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Coursework in advanced library science.
2. High level of self-confidence, initiative, self-direction, and motivation.
3. Experience in program management.
4. High-level skills in planning, organizing, and coordinating job-related tasks.
5. Experience in using instructional technology, including presentation software.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/21/24
- Created: 12/05/08