



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Director, Instructional Media/Library Services**

**Reports to:** Chief Academic Officer/Associate Superintendent for Teaching and Learning  
**Department:** Instructional Media & Library Services  
**Number of Days:** 12 Months  
**Compensation:** EL 6  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

**Position Summary:** The library media director directs and administers the library media program based on a plan of action that is based on the district's mission statement, goals, and objectives. The director is responsible for evaluating and making recommendations for the improvement of the library media program, developing and administering the budget, and administering district policies and procedures. Additional responsibilities include administering policies regarding materials selection, the handling of challenged materials and copyright issues. Personnel responsibilities include selection, supervision and evaluation of the district media office staff, and, along with principals, selection and evaluation of building library media staff. Closely related activities are the development of job descriptions and the recruitment of school library media personnel. In a consulting capacity, the supervisor is actively involved in specifications for remodeling or new construction of library media centers.

#### **Qualifications/Job Requirements:**

##### **Education:**

- Masters in Library Media, or in School Administration

##### **Specialized Knowledge, Licenses, etc:**

- Oklahoma School Library Media Certification

##### **Experience:**

- Five years school library media experience

#### **Scope of Authority (If Applicable):**

- Indirect supervision of School Library Media professionals.
- Direct supervision of Instructional Media & Library Services staff

#### **Customer Contacts (Internal and External):**

- Internal: Entire Tulsa Public School Community
- External: Local, state, and national organizations and businesses

#### **Duties and Responsibilities:**

##### **Program Management:**

- Provides effective leadership in developing, implementing, and evaluating plans for a comprehensive, system wide school library media program. (10%)
- Coordinates the planning and design of new, renovated, and existing school library media facilities and school wide infrastructure. (10%)
- Develops and deploys professional development for school library media staff and other school system personnel especially in the area of use of print and electronic resources to support curriculum, print and electronic resources and services. (15%)
- Communicates the system's vision, goals, and priorities especially regarding school library media programs to the public.
- Coordinates system-level programs and resources.
- Evaluates programs, services, materials, and facilities on a continuous basis.
- Develops long and short range plans that guide the development of the library media program.

##### **Fiscal Management:**

- Prepares budgets, serves on District Bond Development team to develop and manage School Library Bond, coordinates with other departments or agencies to assure maximum services and resources, and maintains record/reports/inventories in accordance with local/state/federal policies. (15%)
- Guides building level school library media specialists in the selection and purchase of materials and equipment.
- Investigates and negotiates licensing (working with Purchasing Staff) for system wide digital reference resources, books, periodicals, furnishings and other services and resources.
- Researches, initiates, and manages a wide range of grants and external funding opportunities for the support and enhancement of school library media programs. (10%)

**Information Management:**

- Advocates for school library media programs within the school system and the community.
- Serves as a liaison between the school and other agencies especially in regards to school library media and technology issues.
- Adheres to and advises school personnel regarding copyright as well as other laws and guidelines pertaining to the distribution and use of resources.
- Advocates the principles of intellectual freedom and ethical behavior.
- Coordinates the district Intellectual Freedom committee.-

**Collaboration:**

*Internal*

- Collaborates with other program directors to affect student achievement and teacher effectiveness.
- Teams with other technology staff to assure standardization of equipment and software across programs and buildings.
- Works with principals, teachers, and system-level directors to assure standardization and equity of resources across programs and buildings.

*External*

(15%)

- Initiates collaboration with other libraries and agencies to share resources that enhance the educational community's learning environment.
- Serves on local, state, regional and national professional and community committees and boards.
- Represents the district through presentations at local, state and national professional conferences and workshops.

**Personnel Management:**

- Assists principals and site-based committees in the selection and placement of school library media personnel.
- Assists principals in the delegation and supervision of school library media personnel responsibilities.
- Supports school library media personnel in the day-to-day operation of the school library media program. (10%)
- Supervises district level instructional media and library services support personnel.
- Manages district professional library, media library, and teacher "creation station."
- Initiates and coordinates programs to recruit and educate library media specialists including university partnerships, grants, intern and mentor programs.