

**PROGRAM SPECIALIST III  
(Library/Media Technology)****DEFINITION:**

Under the direction of the Assistant Superintendent of Instructional Services, establish, maintain and supervise all school and District library/media technology services, including the District professional library. .

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, and supervise library/media technology programs for the District, working cooperatively with the principals, school librarians, and other staff members in promoting the effective use of library/media technology services by faculty and students; initiate the development and preparation of District and school library/media technology budgets.
- Implement and support District-wide library/media circulation technology; supervise the acquisition and processing of library/media materials to the schools.
- Work with school library/media technology personnel in providing guidance and leadership in professional growth in-service programs; plan and conduct workshop and in-service programs for developing media technology curriculum materials and utilization of such materials; plan in-service programs for new library/media technology personnel; assist schools in matters concerning books, periodicals, and materials selection; advise school librarians/media technology personnel of Federal and State legislation affecting library/media technology centers; assist school librarians/media technology personnel in establishing and maintaining good working relations with both teaching and administrative personnel.
- Initiate and coordinate Federal, State and private grants related to the area of library/media technology; complete required documentation for grants; design and maintain budget accounting procedures to monitor expenditures applicable to grants.
- Develop and maintain District professional library; coordinate and develop programs aimed at motivating students to read and increase their enjoyment of the written and the spoken word; set up media technology displays and exhibits at District Education Center.
- Provide liaison service between administration, teachers, librarians, students, and other personnel as necessary to assure the effective utilization of library materials and technology centers; provide liaison service between local public library, local college library and District personnel and students to assure effective communication and use of available local library services; assume a leadership role in the area of research and development of current educational changes in the area of library/media technology instruction.
- Perform other duties as assigned.

**QUALIFICATIONS****Knowledge of:**

Library/media technology programs; recent developments, current literature and resources related to library/media technology, and grant development and coordination.

**Ability to:**

Plan, organize and coordinate a library/media technology program; prepare and present information in small and large group settings; communicate effectively, both orally and in writing; establish and maintain records; establish and maintain effective working relationships.

**Experience:**

Three years successful experience as a school district librarian or media technology specialist; two years supervisory or administrative experience desirable.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California Credential authorizing service as a librarian in grades K-12, Administrative credential, and valid California Driver's License.

Board Approved: July 11, 2000

Revised: October 8, 2002

Revised: October 11, 2005

Revised: May 3, 2011