

## WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY

### POSITION DESCRIPTION

|                        |                                       |
|------------------------|---------------------------------------|
| <b>POSITION TITLE:</b> | Library Consultant                    |
| <b>PAY SCHEDULE:</b>   | WCSSF Salary Schedule – Grade M       |
| <b>SUPERSEDES:</b>     | Library Technical Services Consultant |
| <b>EFFECTIVE:</b>      | November 17, 2016                     |

#### **BROAD FUNCTION:**

The Library Consultant provides library leadership by creating and sharing a vision for transforming traditional libraries into 21<sup>st</sup> century libraries that promote learning through collaboration, exploration, and effective use of technology and media resources.

#### **DUTIES & RESPONSIBILITIES:**

- Share and model best practices in library automation and library management systems for Wayne County districts.
- Provide professional development learning opportunities around:
  - - information literacy skills focusing on ethical use of information (e.g., copyright/fair use).
  - - database searching skills and effectively using electronic resources such as: Discovery Education Streaming, MeL databases, and OER.
  - -connecting AASL 21<sup>st</sup> Century Standards with Michigan Curriculum Standards and ISTE standards.
- Collaborate with other Educational Services departments and how library resources can support department/district initiatives (e.g., DIP, SIP, curriculum integration, 21<sup>st</sup> century literacies, effectively using online databases for research and curriculum support, etc.).
- Lead the Library Media Leaders and the Destiny Users groups in using research and best practices to promote 21<sup>st</sup> century skills into teaching and learning.
- Maintain county-wide web-based Follett library automation system including, information technology department coordination, district consultation, training, ongoing support, and user's group meetings, negotiating with Follett Software Co.,

coordinating the billing/ payment process, and networking with other ISDs/RESAs to maximize efficiencies and learning opportunities around this work.

- Facilitate the Library Media Leaders council by coordinating regular professional development activities, business meetings, website and listserv for Wayne County librarians along with creating virtual training opportunities to ensure that learning opportunities are available to all clients in multiple formats. Build district capacity to effectively and efficiently run RESA supported library programs.
- Maintain Professional Development collection of materials and eBooks. Coordinate cataloging, classification, processing and inventory facilitation of instructional, professional and research media and resources for specialized collections, such as ELL.
- Maintain professional liaisons with the library community by staying active in local, state, and national professional organizations to remain current with recent trends and to contribute to the profession.
- Collaborate with the instructional technology team to coordinate professional development opportunities for internal staff and district library media/instructional technology leaders.
- Use professional judgment and act effectively to carry out the functions of this position within the direction provided by the RESA mission, goals, and objectives.
- Perform other duties as assigned.

## **RELATIONSHIPS & CONTACTS:**

### INTERNAL

- Frequent contact with Manager of Instructional Technology, Information Technology staff, Instructional Technology team, and other Educational Services sub-department work groups around collaborative projects.

EXTERNAL

- Frequent contact with media specialists, teachers, instructional technology staff, technology coordinators, and Follett Library Management staff.
- Moderate contact with Midwest Collaborative for Library Service, the Library of Michigan, MAME, professional staff from other ISDs/RESAs/REMCs.

**SUPERVISION RECEIVED:**

Manager of Instructional Technology

**SUPERVISION EXERCISED:**

None

**QUALIFICATIONS:**

Education

- Master's degree in Library Sciences or equivalent required
- Michigan teacher certification preferred

Experience

- Minimum of five (5) years of experience in an educational library system with comprehensive cataloging and research services required
- Experience in understanding and implementing on-line library systems required

## **SPECIAL SKILLS AND TRAINING**

- Thorough knowledge of Integrated Library Management systems, computer applications related to library procedures and centralized library media cataloging, and data base searching required.
- Excellent communication, both oral and written, organizational, human relations, and interpersonal skills required.
- Demonstrated ability to integrate emerging forms of technology into professional activities and public presentations required.
- Demonstrated skill in budget and accounting management required.
- Demonstrated consultation, training, group facilitation and process skills required.
- Demonstrated verbal and written communication skills required.

## **USE OF THIS POSITION DESCRIPTION:**

This position description is not intended and should not be construed to be an exhaustive list of all the duties, responsibilities, skills, efforts or special conditions associated with this position.

Revised 11/18/16