



RIALTO UNIFIED SCHOOL DISTRICT

COORDINATOR, TEACHER RESOURCE CENTER Management Job Description

DEFINITION

Under the direction of the Assistant Superintendent of Instructional Services, coordinates activities in support of the general instructional program through textbook acquisition, library media programs, instructional media resources, and materials and equipment; and supervises the Teacher Resource Center and the elementary and secondary libraries.

ESSENTIAL DUTIES

- Directs the operation of the Teacher Resource Center, the Professional Library and the Elementary and Secondary School Libraries.
- Assists district personnel, in the selection and use of instructional materials and services.
- Provides technical guidance in current and future trends/innovations in the utilization of educational technology on the operation of school libraries.
- Recommends proper controls for the acquisition and distribution of instructional materials, including technology assisted instructional resources.
- Evaluates the performance of assigned staff.
- Prepares and submits recommendations for budget of the Teacher Resource Center and assists school sites in development of site library budgets.
- Interprets policies that apply to instructional media and their relationship to the instructional program of the district.
- Assists in the developmental plans for instructional media, library services, and facilities.
- Coordinates the selection, acquisition, cataloging and distribution of all instructional materials provided through the Professional Library, the Teacher Resource Center for the District, and the site school libraries.
- Coordinates selection and distribution of state textbooks.
- Performs other duties as assigned by the Assistant Superintendent, Instruction.

QUALIFICATIONS

Knowledge of: Administrative training and staff development principles and techniques.

Ability to: Analyze situations carefully and adopt an effective course of action; establish and maintain effective professional working relations with staff, District personnel, community, and other agencies; make presentations to various audiences and to facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school events as needed.

EXPERIENCE AND EDUCATION

Experience: Five (5) years successful experience as a school librarian.

Education: Master's degree from an accredited university; valid California Teaching Credential; valid California Administrative Credential K-12; and CLAD.

PHYSICAL DEMANDS

Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

***Verification of the possession of a valid California Motor Vehicle Operator’s License, a DMV printout and insurability by the District’s liability insurance carrier is required.**

Frequent motion:

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

Sensory requirements:

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

Must be able to deal with these environmental considerations:

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

This job requires:

Alertness: Constantly
Attention to detail: Constantly
The use of two hands: Constantly
Recall of names and dates: Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.

Ability to deal with psychological factors:

Team work: Constantly
Frustration: Moderate - depends on the time of year
Repetitive tasks: Yes, signature
Level of responsibility: High
Must keep up with schedule: High
Able to work extended hours as needed: High
Dealing with upset employees,
parents, community members: Moderate

Physiologic factors:

Must maintain a high level of consciousness: Yes
Orientation to time, place or person: Yes
Ability to read at 12th grade level: Yes
Ability to comprehend and follow directions: Yes
Able to keep up a high activity level during the shift: Yes