



Job Title: Tulsa Beyond Library Media Specialist and Project Manager

Department: Tulsa Learning Academy

Reports To: Site principal

Grade: Teachers Pay Scale +10 days at daily rate of pay

Number of Days: Teacher Contract + 10 days

Overtime Status: Exempt

Last Revised Date: May 8, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Tulsa Beyond Library Media Specialist and Project Manager, a dual-purpose role, will provide instruction in and access to library information resources and programs for students, staff and the entire school community and managing Tulsa Beyond project initiatives, at the local site, as directed by the Chief Design and Innovation Officer. One half of the time will attend to library media specialist duties while the remaining time attends to project implementation.

Minimum Qualifications:

- Bachelor's degree required
- Master's degree preferred
- Oklahoma Library Media Specialist certification required

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides access to library information and resources for all students, staff and community users
- Makes resources available to students and teachers through a systematically developed collection within the school and through access to resources outside the school
- Provides access to the library media center collection through the management of an accurate and efficient organization and retrieval system
- Assists students in identifying, locating and interpreting information housed in the library media center and helps students locate information outside the library media center
- Provides access to the library media center throughout the school day, scheduling class visits flexibly to encourage use at the point of need; organizes and manages the library media facility in a manner that encourages access
- Develops and implements policies and procedures which ensure that access to information is not impeded; interprets laws and district policies regarding information
- Informs teachers, students, parents and administrators of new materials, equipment and services that meet their information needs
- Manages selection and ordering of materials through a process which involves teachers, administrators, students and parents; administers budgets for library media resources
- Communicates library media program needs to the administration
- Acts as a consultant to coordinate student learning experiences with school, district and outside resources
- Participates in department, grade-level, school, and district curriculum development and assessment projects
- Offers assistance to teachers in the selection and purchase of instructional materials, and in the use of information resources
- Plans cooperatively with teachers to incorporate information skills into the classroom curriculum and to assist teachers in developing resource-based units and activities
- Provides leadership in assessing, evaluating and implementing information and instructional technologies
- Recommends student-level literature to teachers and encourages them to read to their classes as well as reading personally for an awareness of the literature available
- The library media specialist is an integral part of the instructional team; she/he fosters a positive attitude toward the use and communication of information by students and teachers and creates an environment where literature and language are valued
- Teaches information skills as an integral part of the content and objectives of the school's curriculum
- Jointly plans, teaches and evaluates instruction which incorporates information access, use and communication skills with the classroom curriculum

- Provides instruction in the use of technology to access information outside the library media center, including the use of commercial databases
- Uses a wide variety of teaching methods, media, and ways of communicating information to ensure that students can access and use all types of information sources
- Takes a leadership role in promoting and demonstrating the use of new technologies and media with teachers and other adults
- Encourages students to read for pleasure and motivates their reading through a variety of methods
- Provides leadership and oversight over the new school model
- Manages a detailed project plan to ensure smooth operation
- Develops and launch new materials and systems to advance the new school model
- Serves as an instructional support for project-based learning
- Leads/facilitates collaborative time using structured protocols
- Regularly reviews performance data and use that data to lead faculty discussion and model improvement
- Creates the conditions for model success and scaling including continuous improvement
- In conjunction with colleagues, sets a strategic direction and implement on that vision to advance the school model
- Monitors and reviews regulatory and legislative changes and subsequently assist in the development, review, and modification of all relevant district policies and procedures
- Provides research support in core policy and program areas including reviewing literature, investigating issues, and conducting surveys, interviews, and site visits as necessary
- Conducts periodic audits of program documentation for compliance with rules, regulations, policies, and procedures (local, state, and federal)
- Provides professional development for new and existing staff on requirements for grants management compliance (time and effort reporting requirements, inventory requirements, necessary documentation, etc.)
- Monitors program performance (activities may include but are not limited to ensuring that reports are completed on time, are reflective of contractual outcomes, and include all necessary data)
- Develops program evaluation protocols
- Schedules and facilitate periodic progress-review meetings, requiring monthly or quarterly progress reports
- Reviews all milestone products (including periodic or annual yearly report)
- Works effectively and cooperatively with others in a team environment
- Ensures program data is reported on time and correctly to support program evaluation and tracking

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Verbal and written communication skills, with ability to transform ideas into text
- Ability to work independently and collaboratively with individuals in diverse fields
- Ability to perform public speaking, hold meetings, and complete follow up work assignments
- Ability to maintain accurate records and attend to details

- Proficient in Microsoft Office and Google Suite software; knowledge of basic and advance use
- Must assume responsibility without direct supervision and exercise initiative and judgement

Supervisory Responsibility:

- This role does not supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Work with tight deadlines in an effort to be responsive to schools
- Standard office conditions; being able to sit for long periods of time without break, frequent use of email, etc.
- Occasional travel to school and district locations for on-site support, collaboration and progress monitoring, possibly outside of regular work hours
- The normal effort of occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.