

# Project Facilitator, K-12 Library Services

## Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months; Additional hours/days at the contracted rate of pay may be available.

FLSA STATUS: EXEMPT

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## Position Summary

The individual selected for the K-12 Library Services project facilitator position will coordinate and provide specialized support and professional learning for elementary and secondary teacher-librarians with implementation of the Nevada Academic Content Standards (NVACS), literacy initiatives, and curriculum as required and model and implement literacy information and technology skills. The project facilitator will collaborate with local, regional, and state organizations, businesses, and institutions of higher education. In addition, the individual will be a liaison between schools, community groups, and public libraries in literacy and library initiatives. This position is directly responsible to the Coordinator, K-12, Library Services, Curriculum and Instruction (CID), Academic Unit.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Work in schools alongside teacher-librarians to promote student achievement by supporting the NVACS and Clark County School District literacy initiatives and curriculum, as required.

2. Model and demonstrate to teacher-librarians how to implement effective library instruction including information literacy and technology integration skills based on current research.
  3. Plan, prepare, and conduct professional learning sessions and participant follow-up for teacher-librarians and administrators.
  4. Work effectively with administrators, teacher-librarians, and classroom teachers at schools to effectively affect student achievement by implementing information literacy, NVACS, and college and career readiness skills into core and intervention programs.
  5. Participate in ongoing professional learning activities related to instructional coaching, literacy, library, and technology integration and information literacy skills.
  6. Assist teacher-librarians with the integration of reading, writing, and appropriate technology into the library program.
  7. Serve as a mentor/coach for teacher-librarians.
  8. Assist in assessing the effectiveness of the schoolwide library program and in developing and refining library participation in District initiatives and school performance plans.
  9. Assist teacher-librarians in analyzing and interpreting assessment data.
  10. Collaborate and work closely with the schools in the selection of library materials to support the curriculum, school performance goals, and cultural diversity.
  11. Collaborate with District divisions and departments on assigned projects and engage in best practices for promoting student achievement.
  12. Maintain appropriate documentation of all project activities.
  13. Serve as a community liaison to community groups involved in promoting literacy and library initiatives.
  14. Perform other related duties related to the position, as required.
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## **Position Expectations**

1. Effective presentation and workshop facilitation skills.
  2. Effective written and oral communication, collaboration, and interpersonal skills.
  3. Effective skills in planning, organizing, and coordinating activities.
  4. Willingness to maintain a flexible work schedule, which conforms to project needs.
  5. Knowledge of and ability to plan and facilitate professional learning activities.
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# Position Requirements

## Education and Training

1. An earned master's degree library science, with specialization in school librarianship from a school accredited by the American Library Association; or have completed 21 semester hours of course work in the following subjects:
  - a. Organization and administration of a school library.
  - b. The cataloging and classification of materials for a library.
  - c. Reference, bibliography and information skills.
  - d. The use and selection of educational media for a library.
  - e. Children's and young adults' literature.
  - f. Computers in the library.
  - g. A supervised practicum in an elementary, middle, junior high or secondary school library.
2. A minimum of three (3) years library teaching experience.

## Licenses and Certifications

Possess a valid elementary, special teaching, secondary, or special education license issued by the Nevada Department of Education (NDE).

## Preferred Qualifications

1. Successful experience in leading professional development for teachers and administrators.
2. Evidence of participation in ongoing professional learning to extend personal knowledge.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

## Job Revision Information

- Revised: 05/03/21
- Created: 06/01/15