

Omaha Public Schools

Teaching and Learning Consultant, Library Services (Library TLC)

JOB POSTING

Job Details

Title

Teaching and Learning Consultant, Library Services

Posting ID

Library TLC

Description

Job Title: Teaching and Learning Consultant, Library Services

Location: Teacher Administrative Center (TAC), 3215 Cuming Street, Omaha, NE 68131

Reports To: Directors of Elementary and Secondary Education

Work Schedule/FLSA Status: 261 Day, 12-month / Salaried - Exempt

Salary Schedule: OSAA Level 6

Position Purpose: The Teaching and Learning Consultant (TLC) for Library Services is responsible for the district-wide development, coordination, and articulation of the school library program K-12, in relation to the goals of the school district and the department of Curriculum and Instruction Support. Other responsibilities include libraries' budget administration, digital collection development, copyright compliance and oversight of the district professional library and archives. This individual should have a working knowledge of American Association of School Librarians' Standards K-12 and NDE Rule 10. The Library Services TLC will also provide leadership in resource challenges, and district library policy and procedures, and will manage all grants associated with Library Services. This individual works to provide educational opportunities, which enable all students to achieve their highest potential through work with principals, instructional staff, students, parents, and community.

Essential Performance Responsibilities:

- Coach K-12 librarians and elementary technology teachers in instructional best practices.
- Supervise the implementation of the A+ Curriculum Guides for library and technology in coordination with district and building-level instructional leaders and school librarians.
- Plan and implement professional development for school librarians and elementary technology teachers.
- Ensure compliance with Nebraska Rule 10 as it pertains to school library programs.
- Manage district Library Services staff including the Library Services Project Coordinator in maintaining system-wide services to include library automation systems and digital resources.
- Manage librarian allocations for all buildings.
- Assist in planning new library facilities and/or renovations.
- Prepare grant applications.
- Assist with appraisals for tenured and non-tenured school librarians.
- Initiate collaborative partnerships with other library agencies to share resources, strengthen and expand programs in order to empower students as lifelong learners.
- Serve as liaison between school library programs and all other curricular areas.
- Work with directors, principals, teachers, and curriculum specialists to assure standardization and equity of resources allocations to support student achievement.
- Align the school library program to School Improvement Processes and present program impact results to district and school administrators.

Knowledge, Skills, and Abilities:

- Minimum of Master's Degree with appropriate course work in Administration, Supervision, Curriculum, Personnel, and related fields is required.
- A valid Nebraska Teaching Certificate with endorsement in the area of administration and supervision and an endorsement in school library media is preferred.
- A minimum of five years successful teaching experience working in school libraries. Experience at both elementary and secondary levels preferred.
- Exemplary organizational, oral and written communication skills.

- The skills pertinent to positive human relationships and the ability to work effectively with instructional staff, students, parents, administrators, and the community.
- Knowledge of assessment and curriculum content related to library instruction as well as instructional pedagogy.

Additional Duties:

Performs other related tasks as assigned by the board of education through the Superintendent of Schools or the Trustees.

Equipment: This position may require the ability to use basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with OPS's guidelines for equipment use.

Travel: Limited travel between schools and central offices will be required.

Physical and Mental Demands, Work Hazards:

- Must be able to respond rapidly in emergency situations.
- Must have organization, time management, communication, and interpersonal skills.
- Work in school building environments.

Interrelations:

- Contact with personnel within the district and with customers and vendors.
- Will be working under the direct supervision of the Director of Secondary Education in order to complete day to day tasks.
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy.
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues.
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive service.

Employee Punctuality and Appearance:

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave.
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator.
- All employees are required to report to work dressed in a manner that reflects a positive image of Omaha Public Schools and is appropriate for their position.
- Regular attendance is important.

Terms of Employment

This position is treated as a full-time exempt certified position. The terms of your employment will be governed by applicable state laws regulating employment or teaching in a Nebraska public school and Board of Education policies, as those laws and policies may change from time to time. If your position is represented by a collective bargaining representative, then your employment will also be governed by a negotiated agreement between OPS and that collective bargaining representative.

Terms of employment are contingent upon:

- Verification of a valid Nebraska Teaching License or other required license.
- A background check which demonstrates background is acceptable for the position sought and working with or around students.
- Verification of U.S. Citizenship or legal authorization to work in the United States.
- Successful completion of a tuberculosis skin test (if required by federal law for your position).
- Execution and delivery to OPS of an Administrator Contract presented by OPS.

Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities, employment, and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Director for the Office of Equity and Diversity, 3215 Cuming Street, Omaha, NE 68131. (531-299-0307)

The Omaha Public School District is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process please contact the human resources department at 531-299-0240.

Shift Type

Full-Time

Salary Range

Per Year

Location

Teacher Administrative Center

Applications Accepted

Start Date

01/22/2021

End Date

02/19/2021

Job Contact

Name

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Title

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