

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

SCHOOL LIBRARY SERVICES SPECIALIST II, EO-07

DUTIES SUMMARY:

Has immediate responsibility for providing leadership in planning, developing, promoting, implementing, evaluating, and improving school library media programs and services, audiovisual programs, and services, or specific federal aid programs directly affecting library/media programs in the school on a statewide level; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class differs from the School Library Services Specialist I in that the School Library Services Specialist II performs the full range of the most difficult and complex assignments in the planning, development, promotion, implementation, evaluation, and improvement of library media programs and services, audiovisual programs and services and specific federal aid programs directly affecting library/media programs in the school usually under the general administrative and technical supervision of the School Library Services Specialist III; whereas the School Library Services Specialist I performs the simple to complex assignments in the planning, development, promotion, implementation, evaluation, and improvement of library media programs and services, audiovisual programs and services and specific federal aid programs directly affecting library/media programs in the school usually under the immediate technical supervision of a School Library Services Specialist II.

This class differs from the School Library Services Specialist III in that the School Library Services Specialist II performs the full range of the most difficult and complex assignments in the planning, development, promotion, implementation, evaluation, and improvement of library media programs and services, audiovisual programs and services and specific federal aid programs directly affecting library/media programs in the school usually under the general administrative and technical supervision of the School Library Services Specialist III; whereas the School Library Services Specialist III has program responsibility for providing statewide services in planning, developing and improving school library media programs and coordinating a program for evaluation of book and non-book materials, including supervision of a staff of professional and clerical personnel under the general direction of the Multimedia Services Director.

Positions in this class are afforded some independence in carrying out ongoing programs and may supervise and evaluate lower level professional and clerical personnel. Special assignments at this level are usually given with a statement of the objectives, limits of the assignment, suggested overall plan of work, and nature of results expected, with some independence in determining criteria and techniques to be applied. Completed work is reviewed for overall technical adequacy and conformance with objectives of the assignment.

EXAMPLES OF DUTIES:

1. Coordinates closely with the public library system in planning joint school and public library projects.
2. Plans, develops, promotes, and evaluates library media programs for schools and institutions.
3. Develops program standards and goals for improving school library media centers.
4. Provides technical advice and guidance on school library media center operations and practices.

5. Compiles and provides-statistical data as required.
6. Develops criteria and procedures for evaluating the audiovisual program and evaluates to recommend program improvements.
7. Supervises the stocking, processing, maintenance, reproduction, and circulation of films and audiotapes.
8. Compiles and distributes films and audiotape catalogs and supplementary field trip guides and other lists and manuals related to audiovisual materials and equipment.
9. Administers the Elementary and Secondary Education Act (ESEA) program in the public and private schools throughout the State.
10. Coordinates a program of evaluation and new materials listings of non-book media resources, the annotations for new materials approved for the program, and the annual publication of listings of new materials.
11. Assists in the development of training programs, workshops, conferences and similar activities.
12. Interprets programs for and provides program information to parents, community and professional groups, and government agencies.
13. Participates in conferences, Board of Education meetings, and legislative hearings as required.
14. Participates in the collective bargaining process by researching, collecting, and preparing data and reports.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in the specialty or related fields and six (6) years of progressively responsible job-related professional experience or five years (5) of teaching and two (2) years of responsible job-related professional experience in the specialized area of responsibility or related fields.

Knowledge of: Basic principles, theories, and practices of educational communications; program planning and evaluation techniques; principles and practices of public relations and budget preparation.

Ability to: Develop and evaluate plans, programs, and procedures; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; and present and explain budgets to public officials and others.