

**DEPARTMENT OF EDUCATION
STATE OF HAWAII****SCHOOL LIBRARY SERVICES SPECIALIST III, EO-08****DUTIES SUMMARY:**

Has program responsibility for providing statewide services in planning, developing and improving school library media programs; administers coordination of a program for evaluation of book and non-book materials; provides technical advice and guidance to librarians, school administrators and district staff; supervises a staff of professional and clerical personnel; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class differs from the School Library Services Specialist II in that 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; whereas 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, audio-visual programs and services and specific federal aid programs directly affecting library/media programs in the school usually under the general administrative/technical supervision of the School Library Services Specialist III.

This class differs from the Multimedia Services Director in that 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; whereas the Multimedia Services Director directs through intermediate supervisors, the activities of a major organizational unit of an office responsible for providing statewide services in a broad functional program area under the general administrative and technical direction of an Assistant Superintendent.

Positions in this class are afforded independence in supervising ongoing and established programs and activities. Controls imposed are generally in the form of general directions as to activities, policies, and deadlines. In accomplishing special projects or in solving major problems, greater controls are typically imposed in the form of prescribed scope of project, results desired, and time limitations for project completion.

EXAMPLES OF DUTIES:

1. Provides administrative and technical supervision over the section.
2. Directs a statewide program of professional services for planning, developing, promoting, implementing, and improving statewide school library media programs by establishing objectives, developing program standards, long-range goals, and state documents for improving school library media centers.
3. Administers the ESEA Title IV-B program in the public and non-public schools throughout the State, coordinates program with districts.
4. Prepares the operating budget and expenditure plan for the section.

5. Advises school, district, and state personnel on school library media services.
6. Assists or represents the Director in presenting information to the Assistant Superintendent, the Superintendent, the Board of Education, the Legislature, the general public, and other public agencies and private organizations.
7. Serves on special task forces or other committees as requested by the Director.
8. Participates in the collective bargaining process by researching, collecting, and preparing necessary data and reports.
9. Administers the coordination of a program for evaluation and previewing of book and non-book materials, and annual publication of listings of new materials; and also participates in state materials evaluation sessions.
10. Develops long-range project plans, conducts research, and makes regular and special reports.
11. Participates as an operational member in the functional activities of the section.
12. Plans, develops, and conducts in-service workshops, conferences, and similar activities.
13. Coordinates review of facilities plans for new or renovated school and community/school libraries.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Training and Experience: Graduation from an accredited college or university with a master's degree in educational communications or related fields or a bachelor's degree plus 30 semester credits in educational communications, or related fields and eight (8) years of progressively responsible job-related professional experience or five (5) years of teaching and three (3) years of progressively responsible job-related professional experience in the specialized area of responsibility or closely-related fields.

Knowledge of: Basic principles, theories, and practices of education, school libraries and educational communications; principles and practices of administration, school library program planning and evaluation techniques; governmental organization and functions; applicable laws, rules, and regulations; personnel, fiscal, and supply management; principles and practices of public relations and budget preparation.

Ability to: Function independently under only general supervision, make sound administrative policy decisions; direct and coordinate the work of subordinates; develop, analyze and evaluate plans, programs, and procedures; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.