

## **SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT**

### **Librarian/Learning Resource Center Coordinator**

#### **DESCRIPTION**

Under the general supervision and direction of the Division Dean for Languages, Library, and Learning Resources, the primary responsibility of this position is to perform a wide variety of professional library services, to supervise clerical and student staff, to instruct in the use of the library and its resources and services, and to supervise and establish all aspects of the South Campus Library and Learning Resource Center.

#### **DUTIES AND RESPONSIBILITIES:**

*Duties and responsibilities may include, but not limited to the following:*

1. Provide reference and information services to students, staff and other library users.
2. Teach library courses, give lectures on library use and orientation tours to students, and provide library related workshops.
3. Recommend books, periodicals, audiovisual software, computer software, and other library materials for purchase.
4. Prepare bibliographies and advise library users of appropriate materials.
5. Prepare other types of library resource guides for faculty and student use.
6. Supervise the organization and management of various library service areas.
7. Participate in the evaluation of library service areas and functions and make recommendations for appropriate policies.
8. Train clerical staff; select and train student assistants.
9. Participate in the evaluation of course offerings, including the preparation of new and revised courses and course outlines.

10. Keep current with new developments and knowledge in appropriate fields of competency, including the Internet, Web page development, and online and database searching and management.
11. Maintain control of equipment, materials, and supplies as assigned.
12. Schedule a minimum of 35 hours per week for full-time assignment on campus as defined in the Master Contract.
13. Be familiar with and act in accordance with the Education Code and Board of Trustees' Policies and Procedures.
14. Contribute to the community involvement of the College by participating in one or more of the following types of activities:
  - a. Delta Speaker's Bureau;
  - b. Student Organization Advisor;
  - c. College Standing Committee;
  - d. Academic Senate;
  - e. Faculty Advisor;
  - f. Advisory Committee;
  - g. Community Agency Board;
  - h. Service Club;
  - i. Officer in professional organization.
15. Plan, supervise, evaluate, and teach students in the Library and Learning Resource Center in cooperation with other faculty.
16. Design and use computer assisted instruction, individualized learning packages, small group instruction, self paced learning, tutorial instruction and other instructional methods to improve student learning.
17. Provide administrative support for the operation of the Library and Learning Resource Center, including supervision of student assistants, record keeping, acquisition of materials, and preparation of equipment.

18. Evaluate student learning skills and prescribe appropriate materials and strategies for individual and small group instruction. Evaluate the effectiveness and efficiency of the Library and Learning Resource Center and recommend changes.
19. In cooperation with other division faculty members, assist in the preparation, evaluation and revision of courses and course materials, as well as development and evaluation of new courses, course materials, and programs, especially pertaining to the Library and Learning Resource Center.
20. Perform other necessary duties that assure the smooth functioning of the division, and other related responsibilities as assigned by the Division Dean and as outlined in Board Policy.
21. Assist the Division Dean in the preparation of reports, budgets, audit information, course and program evaluations, and other required data.
22. Complete various reporting procedures as required for student evaluation, course reporting and budget development.
23. Participate in divisional committees as assigned by the Division Dean.
24. Attend various departmental, divisional, and campus wide activities and events as stipulated by contract agreement. Participate in department, division, and campus wide committees as part of the shared governance process.
25. Report to the Division Dean any condition which might jeopardize the health or safety of students or the public.
26. Perform other related duties as assigned by the Division Dean for Languages, Library, and Learning Resources, as required.

### **MINIMUM QUALIFICATIONS:**

- Master's degree in Library Science **OR** the equivalent.
- Demonstrated successful experience in library reference work and course work and experience in providing learning assistance or tutoring services.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

### **DESIRABLE QUALIFICATIONS:**

- Demonstrated experience as a librarian, at the postsecondary level, preferably at the Community College level.
- Experience in individualized (diagnostic and prescriptive) instructional practices.
- Demonstrated knowledge of teaching and learning processes including special familiarity with individualizing instruction; online and database searching and other computerized library applications.
- Demonstrated skills in understanding, using and teaching online integrated library systems.
- Demonstrated experience in technical services areas, including cataloging and classification using OCLC.
- Demonstrated ability to adapt strategies and techniques to different levels of students' ability and learning styles.
- Demonstrated ability to work with a diverse population representing a wide range of abilities, ages, nationalities and cultures and familiarity with materials and methods designed to meet their needs.
- Demonstrated ability to use innovative and creative techniques and equipment.
- Demonstrated leadership ability and desire to stay current in the field.
- Demonstrated leadership and ability to work with community groups and the schools in order to coordinate the educational program with the needs of the community.
- A strong graduate level preparation for literacy development
- Experience and/or interest in the use of computer technology in literacy development.
- Experience and/or interest in laboratory instruction in developmental education.
- Demonstrated exemplary teaching practices, preferably at the community college level.
- Demonstrated ability to work in a cooperative manner with staff, students and community college groups.
- Demonstrated willingness and determination to develop and maintain successful educational programs.
- Demonstrated ability to instruct students with widely varying literacy backgrounds.
- Interest and experience in curriculum development.

- Demonstrated ability to communicate effectively both orally and in writing.
- Desire and willingness to make educational programs successful.
- Ability to teach in a large lecture format.
- Expertise in the use of computers for teaching and management of online course information. Familiarity and ability to teach in a distance learning environment.
- Ability to teach in a technologically rich environment.
- Earned doctorate.

Adopted: 12/20/2011