

CERTIFICATED PERSONNEL DUTIES

6301.26

TITLE: Coordinator, Educational Resources

EVALUATED BY: Assistant Superintendent, Education

BASIC FUNCTIONS:

Assists the Assistant Superintendent, Education and the Director, Instructional Services, in providing leadership and direction in educational and vocational technology, research, instructional media, instructional materials acquisition.

TYPICAL RESPONSIBILITIES:

1. Coordinates the acquisition process and accountability system for textbooks; preview, evaluation, selection, adoption, purchase, storage, distribution, retrieval, and disposition.
2. Organizes and directs the Instructional Materials Review Committee.
3. Oversees state instructional materials funding; determines school site funding allocations.
4. Coordinates the acquisition, processing, and circulation of various centrally located instructional materials related to technology libraries including film, video, software, professional resources and textbooks.
5. Works with the principals, curriculum administrators, school library/media specialists, and other library/media staff members in promoting the effective use of the library/media/textbook services by faculty and students.
6. Works with all library/media staff to articulate the Anaheim Union High School District school library/media programs with public libraries, community agencies and other school library/media programs.
7. Maintains a cooperative effort among the Anaheim Union High School District, public library systems, and college/university library/media programs to assure availability of library services and encourage life long use of library skills and services.

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8. Assists in providing professional resources to teachers and staff.
9. Researches and develops projects and programs for instructional technology changes and improvements.
10. Supervises and evaluates the clerical-professional personnel as assigned.
11. Oversees budgets for assigned programs.
12. Establishes and maintains cooperative relations with technology resources in the public and private sector.
13. Performs other job related duties as required.

Board of Trustees

March 8, 1984

Revised: March 19, 1990

Revised: June 27, 2000

Revised: