

DIRECTOR OF LEARNING RESOURCES

GENERAL STATEMENT:

Works cooperatively with the students, faculty, vice president for instruction, and other administrators;
Assists division chairpersons in the establishment of an interdisciplinary team development of instruction.

REPORTS TO:

Vice President of Instruction

OCCUPATIONAL GROUP:

Professional/Non-faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Earned Master's degree in Library Science or Information Science from an accredited college or university.

LICENSE OR CERTIFICATION:

None.

EXPERIENCE:

Five (5) years work experience in a library setting and three (3) years experience as the chief administrator of the learning resource program in an educational district; A working knowledge and experience with the implementation of a multi-faceted library automation system to serve multiple sites; experience using retrospective conversion. Knowledge of and experience with using technology in an academic library setting; Demonstrated supervisory skills; Ability to work cooperatively and effectively with students, faculty, and administration; Good communication skills.

OTHER:

Classroom teaching experience in an educational institution; An understanding of the teaching and learning process preferred.

DUTIES AND RESPONSIBILITIES:

- Coordinate the functions of all learning resource centers for TVCC.
- Determine, organize, and direct all learning resource policies, procedures, and the strategic planning for all TVCC learning resource centers.
- Plan, organize, and develop a learning resources program for the College.
- Supervise the learning resources center program.
- Administer the acquisition, cataloging, storage, maintenance, and distribution of learning resources materials and equipment for the support of educational objectives of the College.
- Determine and evaluate budgetary requirements for the total learning resources center program and make recommendations to the vice president.
- Administer the adopted budget for the learning resources center.
- Recruit, interview, and recommend to the vice president individuals for employment in the learning resources center.
- Assign duties and responsibilities of professional and clerical personnel within the learning resources center and supervise their work.

DIRECTOR OF LEARNING RESOURCES

- Administer the organization of an information dissemination program for the purpose of advising faculty, staff, students, and administrators of learning materials and equipment available or attainable for their use.
- Integrate and coordinate library resources with the total College program by serving on committees deemed necessary by the vice president.
- Cooperate with the director of guidance services, division chairpersons, deans, and directors to provide instructors with a one-stop service for the solution of instructional problems.
- Keep abreast of current developments in instruction at other institutions for the purpose of encouraging and supporting new instructional approaches among the faculty. (Workshops, regular course work, and professional meetings.)
- Assume special responsibilities on assignment from the vice president of instruction.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 2/9/01

JD174