

# Cambridge Public Schools

## Assistant Director of Library Media Services (PS 5230 23-24)

### JOB POSTING

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#### **Job Details**

*Title*

**Assistant Director of Library Media Services**

*Posting ID*

**PS 5230 23-24**

*Description*

Position: Assistant Director of Library Media Services (40 hours per week/11 months)  
Information Communications & Technology Services (ICTS) Department

Cambridge is a vibrant, diverse city and a central hub and driver of the nation's innovation economy. Home of the renowned educational institutions of Harvard and MIT, Cambridge is also the center of an impressive array of biotechnology, science, and information technology companies.

Educating about 7,000 students JK-12, the Cambridge Public Schools includes award-winning faculty, cutting edge technology, and innovative programs. While each of our public schools is unique, they are joined in a shared vision of rigorous, joyful, and culturally responsive learning plus personalized support for every student. Over 30% of CPS students speak a language other than English at home, and over 65 languages are spoken by our families. Among the most common are Spanish, Haitian Creole, Amharic, Arabic, Bengali, Chinese, and Portuguese. Our schools proudly embrace this diversity.

#### The Role:

The Assistant Director of Library Media Services is a member of the district's Information, Communications and Technology Services (ICTS) Leadership Team and the Academics & Schools department. The Assistant Director serves as liaison between the ICTS department and school-level stakeholders and works collaboratively with teachers, school administrators and curriculum leaders to plan, direct, implement, and evaluate the educational technology and library /media programs and resources that support student learning and achievement. The Assistant Director reports to both the Chief Information Officer and the Chief of Academics and Schools.

#### Responsibilities:

- Provides guidance to develop children's and young adults' competencies as self-motivated readers and researchers; creates a foundation for lifelong learning.
- Collaborates with curriculum coordinators, teachers and school-based Coordinators of Research, Information, and Technology services on the development of instructional unit plans that address different learning needs of students and that integrate varied technology and information resources.
- Assists school-based Coordinators of Research, Information, and Technology Services in the development of an integrated library media system including identification, access, and integration of appropriate information resources, books and print materials, digital media, virtual field trips, and telecommunications.
- Conducts professional development on the use of various forms and classes of information (eg. electronic databases, subscription-based resources, encyclopedias, directories, etc.).
- Designs instructional strategies to develop students' abilities to apply general information literacy principles: identify what information is needed, understand how the information is organized.
- Works with school-based Coordinators of Research, Information, and Technology Services on programs to assist teachers in helping students develop the full range of abilities they need to construct meaningful knowledge from information (analyzing complex and conflicting presentations of data, and appreciating the variety of perspectives of individuals, scholarly disciplines, and cultures).
- Works with the principals and school-based Coordinators of Research, Information, and Technology Services to monitor and implement the technology Acceptable Use Policy and Exploratory Skills and Processes (ESP), including copyright laws, proper use of technology, the Internet, and specifically Web 2.0 resources.
- Co-maintains with the Assistant Director of Educational Technology and ICTS Leadership Team a resource webpage and drives staff to the site, which may contain

announcements, recent school acquisitions, curriculum integration ideas, a list of web links for each grade level/subject, as well as links to subscription-based resources.

- Recruits, selects, assigns, supervises and evaluates staff as assigned.
- Supports school-based scheduling, collection development and ordering of materials
- Participates in budget planning and implementation
- Maintains an accurate department inventory and evaluates the requests made by schools and departments.
- Coordinate and support programs and resources to promote reading and literacy.
- Advocate for school and public libraries
- Collaborate with Cambridge Public Libraries and other outside agencies to share resources and promote initiatives that enhance the educational community.
- Performs other related duties as required.

Skill Set:

Education:

- Master's Degree in Library Media Arts or related area, from an accredited college or university, preferred.
- Massachusetts Educator License and Library Media Specialist License.
- Massachusetts School Administrator or Supervisor licensure or equivalent.

Qualifications:

- Ability to actively promote growth of technology competencies among all staff.
- Demonstrated skills in curriculum and the application of instructional strategies.
- Demonstrated competence in coordinating staff development that supports reading and technology integration.
- Demonstrated organizational, human relations, and oral and written communications skills.
- Ability to foster and manage change.
- Exceptional planning, coordination, management, organizational and presentation skills are essential.
- Ability to function as a recognized leader in the department and a role model of the district and department core values.
- Ability to effectively work with teachers, students, school administration and staff.
- Exceptional planning, coordination, management, organizational, and presentation skills.

Experience:

- Five (5) years of progressively responsible work experience in the area of library/media services.
- Demonstrated experience in supervision and evaluation of staff
- Expertise in delivering professional development in the areas of library media and curriculum integration

Cambridge Public Schools is committed to slowing and/or stopping the spread of COVID-19. Therefore, as a condition of employment with Cambridge Public Schools, all new hires will be required to be fully vaccinated for COVID-19 no later than their first day of work. Written requests for either a religious exemption from this requirement based on sincerely held religious beliefs, or for a medical exemption based upon clear documentation from a medical provider should be submitted to the attention of the Chief Talent Officer.

Terms of Employment: 11 months, 40 hours per week

Salary: \$125,450 - \$ 143,222, in accordance with the Cambridge Education Association Unit B salary schedule, along with a generous benefits package.

How to Join Our Team:

Please upload a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity.

*At the Cambridge Public Schools, we are committed to cultivating an environment where diverse perspectives and backgrounds are embraced, acknowledging that a team reflecting diversity of race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity, disability status, and veteran status allows us to serve our*

communities better. To that end, we welcome and encourage applicants to bring their authentic selves when considering employment opportunities within our school district.

*Shift Type*

**Full-Time**

*Salary Range*

**\$125,450.00 - \$143,222.00 / Cambridge Education Association Unit B Salary**

*Location*

**Information Communications & Technology Services ( ICTS)**

**Applications Accepted**

*Start Date*

**03/20/2023**

**Job Contact**

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**Steve Smith**

*Title*

**CIO**

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