



## VACANCY NOTICE

- TITLE:** School Library System Coordinator
- LOCATION:** Support Service Center; Norwich, NY
- REPORTS:** Assistant Superintendent of Instruction
- TERMS:** Full-time, 12 months
- QUALIFICATIONS:**
- New York State Certification in School Library/Media
  - Possesses or in process of obtaining School Administrator Certificate
  - Three years of experience as a School Librarian
  - Excellent communication and technical skills
  - A strong background in literacy and/or instructional technology
- RESPONSIBILITIES/DUTIES:** Selected candidate will be responsible for:
- Coordinating interlibrary loans (including physical and ebooks) among component schools and between schools and their agencies.
  - Supervising the maintenance of Overdrive, Cooperative Collection, and School Library Automation.
  - Collaborating with the ISS staff to provide in-service support to meet the needs of component districts' librarians and teachers.
  - Maintaining connections with other school library systems and public library systems.
  - Leading the School Library System Program which provides services to member libraries in 16 school districts under the System's Plan of Service as approved by the BOCES Board of Education, including the preparation of an Annual Report to the State.
  - Facilitate School Library Council which recommends policy, long and short range planning for the region.
  - Create and monitor the School Library Systems grant and budget.
  - Collaborate with component school districts to further the grade level reading initiative.
- SALARY/BENEFITS:** Per the BOCES Administrators Association contract
- STARTING DATE:** October 1, 2022
- TO APPLY:** Send cover letter, resume, DCMO BOCES application and three references. Applications reviewed as received.
- DCMO BOCES Application found at:  
<http://www.dcmoboces.com/application>

Apply online:  
[www.OLASjobs.org](http://www.OLASjobs.org)  
-or-  
<https://dcmo.mightyrecruiter.com>

By mail:  
Human Resources Department  
Delaware-Chenango-Madison-Otsego BOCES  
6678 County Road 32  
Norwich, NY 13815-3554

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09/12/2022