

# Vacancy Notice

# OCMBOCES



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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

**Position:** *Coordinator – School Library System*

**Division:** Instructional Support Services

**Location:** Main Campus, 110 Elwood Davis Road, Syracuse, NY

**Duties:** To provide leadership across 31 school districts to ensure the successful operation of the School Library System. Coordinates all activities of the School Library System. Promotes School Library System services to district leadership and building personnel. Serves as liaison between State Education Department, BOCES, and the Library Council. Prepares and monitors budgets. Organizes professional learning for school librarians and classroom/content area teachers focusing on information and media literacy. Promotes the use of technology and resources to support teaching and learning. Manages all aspects of the School Library System CoSers. Encourages and facilitates communication and cooperation among members. Collaborates with a wide variety of local, state and national organizations. Prepares School Library System digital newsletter and disseminates relevant information. Supervises School Library System team and School Librarian itinerants. Assumes other duties as assigned. Reports to Director of Educational Programs.

**Qualifications:** NYS School Library Media Specialist certification required with a minimum of three years of experience. Must either possess or be willing to obtain NYS certification as either a School Building Leader (SBL), School District Leader (SDL), or School Administrator and Supervisor (SAS) educational leadership certificate within three years from appointment date. Proficient in the use of technology, educational applications, and automation. Knowledge of learning standards and curriculum design. Excellent electronic, written and spoken communication and interpersonal skills. Proven experience as an educational leader, excellent presentation skills, deep knowledge of and experience with and administering budgets preferred.

**Salary:** Salary commensurate with experience and training.

**Starting Date:** As Soon As Possible

**Closing Date:** Two (2) weeks from date Vacancy Notice posted

**Applications will only be accepted online. Register and apply at:**  
[www.olajobs.org/central](http://www.olajobs.org/central)

**For questions regarding this Vacancy Notice, please contact:**  
Personnel Department/Recruitment Office  
Onondaga-Cortland-Madison BOCES  
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