

February 1, 1994

S.D. NO. 2 (CRANBROOK)

POSITION: RESOURCE CENTRE COORDINATOR

SCOPE AND PURPOSE:

Under the direction of the Director of Instruction: Curriculum, the Resource Centre Coordinator provides services to school district personnel as well as to outside agencies. In addition, the Resource Centre Coordinator directs the activities of and evaluates the performance of the personnel who work in the Resource Centre.

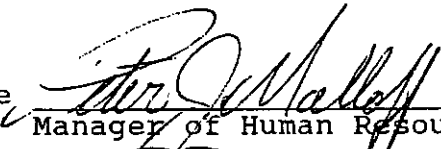
DUTIES AND RESPONSIBILITIES:

1. to acquire, promote and circulate multimedia materials in consultation with teachers, department heads, administrative officers and the Director of Instruction: Curriculum.
2. to produce a catalogue of holdings on an annual basis.
3. to conduct workshops and inservice sessions for school personnel and, on occasion, for students.
4. to act as a liaison between the front office and the internal courier system.
5. to oversee the mailroom duties.
6. to produce the districts telephone on-hold system on a weekly basis.
7. to dub audio-visual materials for School District No. 2.
8. to act as a technical resource person.
9. to train and supervise the personnel in the Resource Centre.
10. to be responsible for other job related duties as might be assigned by the Director of Instruction: Curriculum.

QUALIFICATIONS


1. a background in teaching with audio-visual material and equipment.
2. a technical background and training with audio-visual equipment.
3. Must be eligible for membership in the CDTA.
4. Must be eligible for membership in the B.C. College of Teachers.
5. undergraduate courses in media and technology.
6. the ability to work effectively with other school district personnel and with the public.

Board Representative



Manager of Human Resources & Operations

CDTA Representative




President, CDTA

District Supervisor

Director of Instruction: Curriculum

Employee

Date


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