

Kansas State School for the Blind

1100 State Ave.

Kansas City, KS 66102

913-305-3015

www.kssb.net

**Kansas Instructional Resource Center**

**\*\*\*\* JOB OPENING ANNOUNCEMENT \*\*\*\***

**POSITION TITLE:** **Director of KIRC (Kansas Instructional Resource Center)**

**SALARY:** Starting Salary dependent on Experience and Education,

ExcellentBenefits.

**SCHEDULE:** Hours: M-F; 8:00 am – 4:00 pm

**EMPLOYMENT DATE**: Open until filled

**JOB DESCRIPTION:** (**Brief Synopsis-full description provided upon request.)** Coordinates the acquisition, classification and circulation of material and supplies. Coordinates, maintains and controls the KIRC inventory of materials and supplies. Coordinates the access to and modification of materials, including Braille transcription, enlarged type and electronic formats. Librarian – Circulation Specialist Duties: Manage circulation including check in, check out, renewal, inter-library loan, packing/shipping and journals. Manages the collections including shelving, inventory, sorting/weeding, and mending/repair of materials. Adapts instructional materials for students by downloading, modifying, proofreading, embossing, binding and producing braille. Assist in the maintenance, retrieval and utilization of the bibliographical, inventory, circulation controls systems. Coordinates volunteer services. Coordinate professional development training, information and technical assistance. Collaborate to provide training to families and educators. Coordinates braille production projects including volunteer transcriber coordination, transcription tracking, student transcriber training coordination and braille proof reader projects. Provide first line technical support for APH electronic products.

Coordinate the Annual Federal Registration of all Blind Students in Kansas and coordinate the administration of the Federal Quota Funds generated through the registration. Acts as the Kansas Ex-Officio Trustee for the American Printing House for the Blind (APH). Collect data and produce reports for the APH Federal Registration of Legally Blind Students. Training and supervision of KIRC Library Assistant position.

Support and assist KSDE with (IMA) Instructional Materials Accessibility, provisions of (IDEA 2004) Individuals with Disabilities Education Improvement Act of 2004. Prepare statistical, financial and progress reports. Cooperate with other agencies, both in and out of state, to provide services and resources. Assist with KDBL(Kansas Deaf Blind Library) and prepare and disseminate KDBL brochures and electronic catalogs. Provides cataloging, circulation, collection maintenance and catalog up-date services for KDBL.

Write proposals and manage grants and contracts.

Coordinate the download, assignment and distribution of (NIMAS) National Instructional materials Accessibility Standards, files as a Kansas Authorized User of the (NIMAC) National Instructional Materials Access Center. Download and distribute NIMAS files to eligible USD’s for eligible students.

Coordinate the automated circulation/inventory system.

Creates and sends out end of year circulation inventory report to teachers.

**MINIMUM REQUIREMENTS:** A combination of education and experience equivalenttoMaster’s Degree preferred with major coursework toward accredidation/certification in Library Science and 2 years’ experience in a related field or evaluating and teaching of students who are visually impaired. Cataloging and acquisitions experience or coursework in cataloging. Experience with bibliographical utilities and library automation systems required, as is working knowledge of the following MARC, LCSH, LC Classifications, DCC AACR2 and OCLC. Experience with assistive technologies

**SPECIAL REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to read, analyze and interpret common educational and technical journals and legal documents. Ability to effectively present information to staff, management, parents, and other professionals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret information. Working knowledge of MS Word, Excel and Access. Ability to operate standard office equipment. Ability to manage multiple projects. Experience with bibliographic utilities and library automation systems desired. Ability to troubleshoot technical aspects of library hardware, software, and basic assistive technologies.

Upon offer of employment, a background check will be conducted via the KS Bureau of Investigation & KS Dept. of Children and Family Services, Backgrounds Plus LLC, and Dru Sjodin National Sex Offender Registry.

A Tuberculosis test & Physical Health Certificate must be passed upon offer of employment (cost borne by employee).

**CONTACT**: Tom Burdolski HR Professional,

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