Cape Elizabeth High School RESEARCH COORDINATOR

QUALIFICATIONS:

I. Certified Librarian

II. old a valid state of Maine criminal History Records Check Approval

III. An adult with strong organizational and communication skills who is able to manage budgets and the range of services and materials provided by the library (research skills training, multimedia equipment, books, research databases, place of quiet student study)

REPORTS TO: The Principal or Assistant Principal

SUPERVISES: The library staff and volunteers and the many students who make daily use of the library. The Research Coordinator also coordinates the work of the school's staff as it relates to research skill instruction and regularly updates the school's Research Handbook as a resource to support student research and to coordinate the work of the school's teachers.

JOB GOAL: The goals of the Research Coordinator are:

I. To coordinate the research-related work of the school's teachers to ensure that the work is supported and consistent so that students learn the research skills that will help them college ready when they graduate.

II. To act as a department chair for the library, including attending department chair meetings, managing the budget, etc.

III. To advocate for the importance of coordinated research work for the benefit of student research-related learning.

PROFESSIONAL RESPONSIBILITIES:

I. To prepare and oversee the library's budget and spending

II. To attend regular department chair meetings

III. To coordinate the delivery of library services in order to meet the needs of students, consistent with district policies and school rules and practices

IV. To communicate with the Principal about issues of interest concerning the department

V. To communicate with parents on a regular basis concerning the work of the department

VI. To work cooperatively with other colleagues in other departments on all matters related to and designed to support student research-related work, including ensuring that the resources of the library are in place to support those assignments, updating the Research Handbook on a regular basis, keeping the school's teachers aware of possible overlaps or gaps in student learning of research skill

VII. To supervise the library's paid and volunteer staff

VIII. Other tasks as assigned by the Principal

TERMS OF EMPLOYMENT: Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either present or in the future.

APPROVED: November 9, 2010

Revision #2
Created 5 January 2024 14:33:04
Updated 11 July 2025 14:02:40 by Andrea Fuller