

Amy Brabec  
IRLS 564  
Exam Questions

1. Please outline your typical day/week and year. Include routine activities, as well as special projects and milestones.

### **Typical Day/Week and Year**

- Ü Begin morning with reading about the ‘trends’ that are happening in the world through newspapers, journals, and online sites remembering that there are connections throughout the reporting world. ‘Connect the dots’ and give/send the information to all who need it.
- Ü Check any incoming mail/email/messages. Responding as soon as possible not only assists organization, it also aids the person in need and will encourage using the CLIC again.
- Ü After arriving at work, begin day with a 15 minute staff meeting – touch base on projects, deadlines, any issues, and camaraderie.
- Ü Every Friday, ‘official’ meeting with CIO to report what has been accomplished and what are the next goals to achieve. If a staff member is working on a certain project, have the staff member come to the meeting to informally brief the CIO – not creating pressure, but giving credit where credit is due.
- Ü Stay up-to-date with current trends in education in the country and around the world. This includes the latest research on learning styles, teaching techniques, and curriculum development. Also, keeping up with the federal and state legislature and laws which affect charter schools. Read, write a summary, and then disseminate the information.
- Ü Contact each school’s librarian and administrator at least once every two weeks. A schedule has been created to send an email asking how they are doing and following up on previous issues. This is creating a connection/bond, marketing the CLIC, and being proactive.
- Ü Maintaining RSS feed to disseminate information, especially concerning curriculum
- Ü Each school year, schools order new curriculum materials. The charter school CLIC researches and reviews publishers’ materials. After, the ‘package’ overview is distributed to those in need of that information.

## **Special Projects**

- Ü Creating/maintaining database for teaching materials from individual charter school teachers. The database is specifically a professional tool for sharing ideas and not ‘recreating the wheel’.
- Ü To support individual schools and their librarians and promote teaming, webcams and programs are being installed in all the schools. While the staffs will be trained and introduced to the benefits of the programs, the charter school CLIC will be sending feeds on important meetings, speakers, and setting up conferences calls with administrators, encourage teachers to ‘long distance team teach’, and have librarians support each other. The goal is to create a sense of community among schools across the country.
- Ü Research different places in the country where charter schools would be accepted/needed. Where else can the organization add on to the growing list of charter schools

2. Are there unique values, attributes, and competencies for information professionals in your sector?

## **VAC for Charter School CLIC Librarian**

- Ü Pollinator – essential to be able to gather information, condense it into a summary form and disseminate it amongst the organization
- Ü Communicator – not only for communicating within the library and the main organization, but also with all of the individual charter schools throughout the country
- Ü Multi-task master – ability to juggle
- Ü Collaborator – encourages/organizes other staff to share information (lessons) with each other
- Ü Problem Solver- uses multiple ‘tools’ to be proactive. when unable to be proactive, the uses resources to reactive productively
- Ü Knowledge Officer – able to obtain material, pick & choose what is important, then disseminate out to the appropriate departments/people

3. What are trends that have/will have significant impact on your sector and the sources of information applicable to your sector?

### **Trends**

The significant trends in the charter school sector obviously related directly to the education information. This includes 'social trends' of what parents what/expect for their child's education as well as both federal and state laws, like NCLB Act and individual state charter school laws.

The trends in education also cover research on different learning styles. This is important since part of the charter school's mission is to cater to the individual student.

Trends in curriculum development are important as well. The publishers adjust their curriculum to the trends in learning styles. In most charter schools, the parents decide on what type of curriculum will be purchased and taught with in the classroom. Therefore, information about the curriculum choices is necessary, since there are many choices. Also, it will be important to keep up with the dilemma between for-profit and non-profit charter schools.

Trends throughout the country of areas in which communities are looking to expand into charter schools are important to encourage increase of business and revenue to the organization.

4. Write a position description for an information professional (at any level in your CLIC). Include reporting structure (up & down); responsibilities; required knowledge & skills; and factors for performance evaluations.

### **Position Description**

Head Librarian for Charter School CLIC

#### **Job Description:**

The Charter School CLIC seeks a full time head librarian to support the organization, individual schools, and all involved. The librarian heads a staff of four who are responsible for finding current trends, summarizing, and disseminating the information. The CLIC manages electronic, print, video, and other traditional and nontraditional information resources for the Charter School organization. The head librarian will be reporting to the CIO of the Charter School organization. The CIO will evaluate the head librarian's job performance based on the CLIC and its staff and how the efficiently the CLIC supports the organization as a whole.

#### **Responsibilities:**

- ◆ Encourage the use of Charter School CLIC within the headquarters, as well as the individual charter schools.
- ◆ Find current trends, summarize and disseminate information.
- ◆ Meet with library staff to ensure quality work and use of time and camaraderie

- ◆ Meet with CIO to review library's goals, how they are being obtained, and what is next.
- ◆ Locate and review curriculum specific resources.
- ◆ Organize, catalog, and process information of all media types to that they are accessible to the entire charter school community.

Qualifications:

- ◆ Masters in Library Science or Information Services required
- ◆ 5+ years of experience working in a library
- ◆ Research and electronic resources experience
- ◆ experience working with elementary school staff, students, and parents helpful
- ◆ knowledge of curriculum design