

INSTRUCTIONAL MEDIA SERVICES SUPERVISOR

JOB SUMMARY

Under direction of the Instructional Media Services Coordinator, train, supervise, and evaluate the performance of classified personnel involved in the ordering, acquisition, and processing of textbooks and audio visual and instructional media support materials district wide. Perform highly responsible administrative and technical work for the Coordinator in support of the instructional media services operations.

TYPICAL DUTIES

Plan, schedule, and organize staff to accomplish required work and meet deadlines. Assist in planning classified in service and participate in library/media in service meetings. Assist school library media assistants as required. Compile orders from schools, verifying cost extensions. Coordinate tape duplication and recording off-air video programs as requested. Answer inquiries from school principals concerning textbook orders. Coordinate inventory of school library media center collections and maintain records such as records of losses and assessments for losses and damages. Perform highly responsible administrative duties in support of the departments operations. Assist in planning and implementing budget expenditures. Coordinate all ordering, receiving, and accounts payable for all school libraries, central facility, and textbooks. Maintain records and budgeting for general fund, state, and federal funding related to program. Receive cash gifts to school library media centers and process related paper work including board items. Compose and send communications to school and department staff and agencies regarding orders and problems. Work with district regional library media specialists and private/parochial school administrators to prepare orders and receive evaluations regarding the expenditures of federal funds. Meet with sales representatives and refer information to appropriate personnel. Evaluate and report on new technology for automation of services. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and a two year degree with major course work in Instructional Media Technology and three years increasingly responsible experience in the varied processes and operations of instructional media programs and services.

Knowledge of:

Principles, practices, methods, and equipment related to instructional media operations, programs, and services. Principles and methods of training and supervision. Oral and written communication. Record keeping techniques. Budget planning and monitoring. Statistical analyses and report writing.

Ability to: Train, supervise, and evaluate the performance of classified personnel assigned to you. Supervise the day-to-day operation of the Instructional Media Center. Plan and schedule work. Prepare reports and maintain accurate records. Establish and maintain cooperative and effective working relationships with others. Communicate effectively both orally and in writing. Meet prescribed deadlines. Analyze situations and develop an effective course of action.

LICENSE Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

PHYSICAL ABILITY The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.