

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Director of Instructional Media Services and Curriculum

DEPARTMENT: Educational Services

POSITION SUMMARY:

The Director of Instructional Media Services, under the direction of the Assistant Superintendent of Educational Services, provides leadership and supervision of the K-12 curriculum and the District's instructional programs, including but not limited to instructional media, textbooks, library materials, software, testing and assessment, and staff development.

ESSENTIAL FUNCTIONS:

1. Administers the District's school library media program.
2. Supervises the operation of the Instructional Media Center and other instructional programs as assigned.
3. Provides leadership for the effective use of library technology in the District and its schools.
4. Works with library personnel, teachers, and administrators in planning and implementing library services for a changing curriculum and student needs.
5. Directs the textbook adoption process including selection and training of committee members, providing state recommended materials and frameworks, preparing reports of the process from the needs assessment to the selection, and implementation of the adopted program.
6. Represents the library/media program with the intention of strengthening the total educational process.
7. Provides leadership in staff development and instruction that align with national and state school library standards, state content standards and local priorities.
8. Supervises and trains Library Technicians, teachers, and IMC staff in routines of the library and Instructional Media Center.
9. Supervises the selection, ordering and cataloging of school library/media center print, non-print and electronic media materials, including periodicals and teacher reference materials.
10. Supervises the circulation, shelving, filing, processing of books, media and text materials, and use of the library software and hardware.
11. Administers and monitors budgets for the Instructional Media Center, school library/media centers and textbooks.
12. Promotes and encourages student use of library/media center materials to improve information literacy, research skills and enjoyment of reading.
13. Develops and evaluates the K-12 and adult education library services program based upon established yearly priorities.
14. Assists the Assistant Superintendent of Educational Services with the development of the K-12 curriculum, assessments and staff development.
15. Plans and conducts staff development in-services relevant to instructional materials, curriculum, pedagogy and assessment.
16. Assists with the integration of educational technology into the educational program of the District.
17. Works collaboratively with Information Services and Educational Technology Department to develop guidelines for selection of electronic instructional materials.
18. Maintains regular and prompt attendance in the workplace.
19. Performs other related duties as assigned by the Assistant Superintendent of Educational Services.

EDUCATION AND EXPERIENCE: Ability to provide and carry out oral and written directions in English, to read and speak at a level sufficient to fulfill the duties described. A valid Library Media Teacher Services credential is required and an Administrative Services credential is desirable. Master

Degree or Doctorate is desirable. Successful experience as a school or district administrator with experience in developing and implementing educational programs for students in grades K-12. Possession of an appropriate California driver's license; have willingness and ability to travel throughout the District.

SKILLS AND QUALIFICATIONS:

1. Knowledge of curriculum in the areas of school library media programs, reading literacy, information literacy and library technology.
2. Knowledge of current trends in education.
3. Knowledge of business and management principals involved in strategic planning, resource allocation, human resource modeling and leadership technique.
4. Knowledge of operating policies, rules and procedures of the District.
5. Ability to manage educational institutions.
6. Ability to maintain cooperative working relationships with those contacted in the course of work.
7. Ability to communicate effectively, both orally and in writing.
8. Ability to prepare comprehensive reports.
9. Ability to select and manage classified staff with skills and abilities that match District and school needs and enhance program effectiveness.
10. Ability to apply quality management tools to organizational data and make process improvement changes.
11. Strong interpersonal skills.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach overhead, grasp, push/pull up to 50 pounds for short distances.
5. Enter data/information in a computer terminal and operate standard office equipment for extended periods of time.
6. See and read a computer screen and printed matter with or without vision aids.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.
9. Lift and carry up to 50 lbs. at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and/or library environment and come in direct contact with District and site staff, and the public.

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SALARY: Certificated Management, Salary Range 58

DAYS OF SERVICE: 225 days

Adopted:

High School Board	09/28/94
Elementary Board	09/28/94

Revised:

TUSD	04/08/97
TUSD	04/25/00
TUSD	09/13/05
TUSD	08/25/15 (range only)
TUSD	11.8.16 (range only)