

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Library Media Supervisor

Classification: Certificated
Management

Reports to: Site Administrator & Curriculum Director

Range: Certificated Management
Salary Schedule

SUMMARY

To serve as line officer for all library activities.

SPECIFIC RESPONSIBILITIES

1. Supervises the operation of several school libraries.
2. Processes the requisitioning of library books and library instructional materials for assigned elementary and secondary schools.
3. Makes recommendations for awards of bids for all materials and equipment purchased by the department.
4. Administers the program of selection, ordering and cataloging of library books and materials for the ESL and the intermediate school libraries.
5. Administers the program of ordering and cataloging of library books and library instructional materials for secondary schools.
6. Develops and maintains channels of communication with publishers and vendors of instructional materials so the needed materials may be selected and procedures of ordering be set up to obtain the best discounts.
7. Develops procedures that will allow the school libraries to serve as instructional materials centers and agencies for instruction of teachers and students in the use of books and libraries.
8. Creates and atmosphere in which the libraries are encouraged to grow in skill and effectiveness.
9. Cooperates with the Curriculum Director in the recruitment, selection, placement and evaluation of library classified staff.
10. Assists the immediately responsible administrators in the recruitment, selection and evaluation of library certificated personnel.
11. Prepares and administers a budget of assigned school libraries.
12. Interprets trends in the library field in order that the Teachers' Professional library and the school libraries may give adequate service to pupils, teachers, and administrators.
13. Prepares annual reports on library circulation and acquisitions.
14. Works with Director of Instruction and curriculum staff members, cooperating with ordering of books and the materials in order to meet teacher and student needs.
15. Meets with local and regional organizations, discussing pertinent problems and making recommendations.
16. Attends state organization meetings, keeping up with new materials in the field.
17. Notifies librarians of exhibits, meetings and workshops in the library and media field, and arranging for attendance of such meetings.
18. Meets with teachers and principals when requested.
19. Prepares and submits to teachers and principals periodic listing of new books and non-book materials in the ESL Program.
20. Keeps librarians informed as to up-to-date changes in cataloging, etc. Works to make these changes in books and media cataloging conform.

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21. Performs other duties as assigned.
22. Coordinating early literacy development and story time for preschoolers
23. Assisting with parent training sessions for supporting literacy development
24. Coordinating co-curricular activities such as Young Author's Fair, Young Reader Medal, and Word Work
25. Coordination of information literacy development and research
26. Assist in implementation of technology assisted teaching, learning and leading