TITLE: **LEARNING RESOURCE CENTER SUPERVISOR**

QUALIFICATIONS:
Minimum educational level of high school graduate
Library Technical Assistant Certificate of Completion
Demonstrate a working knowledge of public school media centers
Demonstrate a working knowledge of technology
Demonstrate ability to maintain effective working relations with students and staff

REPORTS TO: Building Principal

JOB GOAL: To manage the Learning Resource Center

PERFORMANCE RESPONSIBILITIES:

1. To be present in the Learning Resource Center from 7:30 a.m. – 3:30 p.m.

2. To serve as a resource for students and staff in locating needed materials.

3. To facilitate class and individual student visits.

4. To maintain the Learning Resource Center database, maintain a current inventory, and the automated circulation of materials by effectively using the current data base program.

5. To supervise the Learning Resource Center computer lab and Learning Resource Center student assistants if applicable.

6. Generate appropriate reports as needed (i.e. circulation, LRC usage, overdue fines, etc.)

7. Help facilitate teacher audio-visual equipment usage.

8. Develop and maintain the LRC budget and review annually with principal.

9. Run Channel One daily and handle all duties and responsibilities associated with Channel One if applicable.

10. Establish and enforce guidelines that help create a positive learning environment and proper care and use of materials and equipment.

11. Attend team meetings as necessary to assist teachers with available LRC resources.

12. Other duties as assigned by the principal.

TERMS OF EMPLOYMENT: The length, terms, and conditions of the individual employment contracts will be determined annually by the Board of Education upon recommendation by the Administration. Other benefits and work conditions are as per established Board of Education policies and the Educational Support Staff Handbook.

EVALUATION: Performance will be evaluated by the administrator in accordance with the Board policy on evaluation of non-certified employees.

Approved: 3/6/2013