

Job Summary:

The job of Library Media Supervisor is done for the purpose/s of planning, organizing, and directing the programs, services and activities of Educational Resource Services (ERS) and is under the supervision of the Administrator II - Student Support & Academic Services. The duties include the supervision and evaluation of program staff in providing assigned educational or support services; the coordination of activities with other divisions; and the provision of complex technical and professional assistance to schools. The Library Media Supervisor is responsible for the development of library and media programs and the maintenance of the collection of print and non-print materials which are available through ERS of the Tulare County Office of Education (TCOE). The Library Media Supervisor is one member of a leadership team for the service unit, and as such, collaborates with other leadership team members, supervises staff, and provides direct library/media and related services to school districts in Tulare County. The Library Media Supervisor may serve as the credentialed librarian of record for small school districts throughout the county.

Essential Functions:

- ▶ Administers contractual agreements for the purpose of assuring compliance.
- ▶ Advises the Administrator II - Student Support & Academic Services for the purpose of assuring that ERS activities, programs, and services further the goals and objectives of ERS.
- ▶ Assists school districts, administrators, teachers, boards of education, auxiliary staff, parents, and the greater community for the purpose of improving curriculum, instruction, and assessment via the library/media program.
- ▶ Coordinates programs and activities of the ERS unit for the purpose of delivering high quality library/media services to contracting districts and schools.
- ▶ Coordinates assigned county, region, and state activities for the purpose of disseminating information to support improved educational practices via the library/media program and to advocate for library/media programs for Tulare County students.
- ▶ Coordinates ERS activities and functions with other TCOE divisions and with outside agencies for the purpose of maintaining program effectiveness.
- ▶ Develops strategic and long-range plans for ERS for the purpose of improving and adjusting program services.
- ▶ Develops/administers the ERS budget for the purpose of assuring high-quality levels of services in accordance with local, state and federal parameters of program quality and fiscal integrity.
- ▶ Facilitates the development of basic and alternative funding sources through contracted services, grants, and similar sources for the purpose of enhancing ERS programs and services.
- ▶ Participates in personal and professional growth activities for the purpose of increasing knowledge base and expertise.
- ▶ Participates as a member of the Educational Consultant Team for the purpose of assuring the accomplishment of TCOE mission, goals and objectives.
- ▶ Prepares/submits required records and reports for the purpose of documenting ERS activities.
- ▶ Supervises professional development activities of the library/media program for the purpose of advancing understanding and implementation of standards, curriculum guidelines, frameworks, and assessments via the library/media program, state-adopted materials, and other materials.
- ▶ Supervises the selection and purchase of instructional materials for the print and non-print collection of ERS and its composite programs for the purpose of assuring that students and teachers have access to high-quality educational materials.
- ▶ Supervises the production of ERS print and electronic publications for the purpose of maintaining highly effective communication with a diverse clientele.
- ▶ Supervises/trains/evaluates personnel for the purpose of ensuring productivity, effectiveness and efficiency.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - read, write, and speak English, fluently, using proper grammar;
 - gain the confidence of school-site personnel;
 - organize and use time effectively;
 - provide needed assistance to teachers;
 - work successfully with children, teachers, and administrators;
 - gain cooperation through discussion and persuasion;
 - supervise, train, and evaluate professional, technical, and clerical staff;
 - provide workshops for school-site staff, parents and the public;
 - work in collaborative relationships;
 - use computers and other technology;
 - facilitate planning and problem-solving meetings;
- ▶ **Knowledge of:**
 - modern principles and practices of school and district administration;
 - organizational and management practices as applied to analysis and evaluation of county programs, policies, organizational structure, and operation needs;
 - technology in the library/media profession;
 - educational principles, methods, and materials related to the library/media profession;
 - recent research regarding learning and characteristics of school-age children;
 - principles and practices of school financial management;
 - research methodologies applicable to the analysis of programs and policies relating to current practices in the library/media field;
 - the organization and functions of educational institutions in California, and school restructuring rationale and activities;
 - principles of personnel administration, supervision, and training;
 - California curriculum frameworks, standards and accountability;
 - uses of technology to facilitate student learning and staff development;
 - evaluation processes for selecting print and non-print materials;
 - procedures and practices regarding censorship issues;
 - copyright regulations;
- ▶ **Ability to:**
 - plan, organize, and direct the activities of a multi-faceted, medium-sized educational and support program;
 - analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of TCOE goals;
 - understand, interpret, and apply laws, rules, and regulations as they apply to the TCOE and school districts;
 - collect, interpret, and evaluate narrative and statistical data pertaining to collection development and meeting the needs of teachers for instructional materials and staff development;
 - communicate effectively using standard English in public meetings to present findings, recommendations and policies;
 - establish and maintain effective working relationships with those contacted in the course of work;
 - prepare and analyze reports, statements, and correspondence;
 - provide leadership in the adoption and use of technology.

Responsibilities include:

Working independently under broad organizational policies with supervision focusing on results to organizational objectives; managing a department; determining the use of funds. Significant utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Experience Required:

- ▶ Minimum of four years of increasingly responsible teaching (including library/media) experience. Both elementary and high school experience preferred.
- ▶ Administrative or supervisory experience is desirable.
- ▶ Successful experience working in a team situation is desirable.
- ▶ Participation in library/media professional organizations is desirable.
- ▶ Experience in presenting to and/or teaching adults is desirable.
- ▶ Experience in group facilitation is desirable.

Education Required:

- ▶ Bachelors Degree.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid Library Media Services Credential.
- ▶ Valid California Administrative or Supervisory Credential.
- ▶ Department of Justice and FBI Fingerprint Clearance.
- ▶ Valid California driver's license and proof of automobile insurance.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.