



Supervisor 7 / Dist Media

Purpose Statement

The job of Supervisor 7 / Dist Media is done for the purpose/s of oversee Library/Media operations in the district as a support to student literacy. This person is responsible to instruct and assist the school librarians to maintain an effective Library/Media Center; to teach Utah State Core literacy skills; to maintain an orderly, safe, and attractive physical environment; to select and order materials; to monitor loss control; and to maintain a variety of electronic and print records and documents. This person also serves as a liaison to the Utah State Office of Education, Provo Reads and other entities as well as overseeing media materials broadly across the district.

This position reports to the Assistant Superintendent.

This job reports to Exec Dir Teaching and Learning

Essential Functions

- Assists librarians in acquiring supplemental information for the core curriculum. for the purpose of
- Assists librarians to identify resource materials for use in classroom and/or class assignments. for the purpose of
- Coordinates with high school certified librarians and elementary and middle school hourly, non-certified librarians. for the purpose of
- Creates elementary and middle school lesson plans for the purpose of promoting the use and enjoyment of literature. for the purpose of
- Demonstrates circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, recommend books, monitor overdue materials, etc.) for the purpose of controlling the use, location and availability of items in the collection. for the purpose of
- Evaluates books and eBooks for the purpose of ensuring the availability of books and library materials at all levels. for the purpose of
- Instructs the method of materials inventory for the purpose of providing an up-to-date reference and ensuring the availability of materials when required. for the purpose of
- Maintains the district media center including the sharing of instructional DVDs and district curriculum kits with teachers, schools, and City PTA. for the purpose of
- Maintains the inventory of the district art collection and makes recommendations on its display, storage and maintenance. for the purpose of
- Monitors budgets associated with district and school media centers. for the purpose of
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions. for the purpose of
- Prepares information demonstrating how to manage inquiries of students, staff, and administrators. for the purpose of

- Provides training for processing notices of missing, damaged, or overdue books, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses. for the purpose of
- Supports elementary and middle school principals in their evaluation of hourly, non-certified librarians. for the purpose of
- Teaches cataloging of media materials (e.g. logging into master files, assigning Lexile system numbers, bar coding, shelving, producing required reports, discarded books, etc.) for the purpose of providing students and staff with required materials. for the purpose of
- Trains the method of repairing books and materials (e.g. library books, textbooks, badges, etc.) for the purpose of ensuring the availability of books and library materials. for the purpose of

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: SKILLS are required to perform multiple technical tasks. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; facilitating program goals; organizing and communicating information and concepts; solving problems; organizing and coaching; and facilitating professional development.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: KNOWLEDGE is required to perform basic math plus fractions, percents, and ratios; read technical journals, write technical materials, and/or speak persuasively to implement results. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: strong understanding of Utah Core Standards; demonstrated knowledge of literacy, math, and arts content.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: ABILITY is required to analyze situations to define or draw conclusions. Specific ability-based competencies required to satisfactorily perform the functions of the job are: gathering, collating, and/or classifying data; communicating with persons of varied educational and cultural backgrounds; working with individuals and collaborative teams; dealing with frequent interruptions; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; setting priorities; scheduling activities and/or meetings. Flexibility is required to work with others; work with data utilizing different and similar processes; and operating standard office equipment including relevant software applications.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Continuing Educ. / Training

Continuing Education Requirements

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 7