



Supervisor 5 / Library Media

Purpose Statement

The job of Supervisor 5 / Library Media is done for the purpose/s of maintaining an effective Library/Media Center operation; teaching Utah State Core literacy skills; maintaining an orderly, safe, and attractive physical environment; selecting and ordering materials; assisting with the selection of instructional materials; monitoring loss control; and maintaining a variety of electronic and print records and documents.

This job reports to Principal

Essential Functions

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Assists teachers in acquiring supplemental information for the core curriculum for the purpose of supporting the teaching and learning process.
- Conducts classes and/or activities in a variety of formats (e.g. reading, research units, story telling, new student orientation, etc.) for the purpose of promoting the use and enjoyment of literature.
- Evaluates media equipment for the purpose of making repairs, providing technical support, diagnosing malfunctions and/or recommending acquisitions.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.) for the purpose of ensuring the availability of books and library materials.
- Maintains materials inventory (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Monitors student activities (e.g. study hall, library use, etc.) for the purpose of maintaining a safe environment conducive to learning.
- Operates a variety of media equipment and systems (e.g. program channel, video cameras, video tape player, DVD, computers, etc.) for the purpose of providing library equipment services to students and teachers.
- Oversees assistants and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs 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.
- Performs routine maintenance and troubleshoots problems with library equipment for the purpose of ensuring availability of equipment for school site use.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Processes library books, periodicals, software and related media materials (e.g. logging into master files, assigning Dewey Decimal system numbers, bar coding, shelving, producing required reports, discarded books, etc.) for the purpose of providing students and staff with required materials.
- Processes 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.
- Repairs books and materials (e.g. library books, textbooks, badges, etc.) for the purpose of ensuring the availability of books and library materials.
- Responds to inquiries of students, staff, administrators and/or parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.
- Schedules class use of library for the purpose of ensuring the availability of all library resources as needed by staff and students.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. 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 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 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 wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify 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; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Pre-Employment Proficiency Test

Continuing Educ. / Training:

Occasionally as needed to perform changing essential functions of position

Certificates and Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

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