

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR - MEDIA SERVICES

BASIC FUNCTION:

Under the direction of the Director III-Curriculum and Instruction, organizes and directs the activities and operations of Library Services, including the Professional Library, Learning Resources Display Center and Instructional Resource Center; provides professional development services to districts; works with Special Education, Migrant Education and Inclusion to create projects; works with directors and coordinators to provide research, articles and resources; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of Library Services, including the Professional Library, Learning Resources Display Center and Instructional Resource Center; provides services to districts; participates in the development and implementation of departmental policies and procedures; interprets and applies appropriate laws, codes, rules and policies.

Provides professional development services to districts; develops and conducts staff development training for school site staff members; participates in other staff development activities; coordinates the school library network; supports coordinators in the delivery of professional development; serves as a resource to content specialists.

Works with Special Education, Migrant Education and Inclusion to create projects; works with directors and coordinators to provide research, articles and resources to assist with projects.

Provides information to County and District personnel regarding the State instructional materials process and funding.

Receives and analyzes reference requests; determines appropriate search methods and conducts searches; responds to requests for technical information and assistance in areas related to instructional materials adoption and school libraries.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.

Provides technical information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures and programs; participates in the preparation and administration of program budgets.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Performs the duties of a Teacher Librarian for districts that do not have this position in their districts.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work.

Attends a variety of meetings and make presentations as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library operations including library classification systems, technologies and reference materials.
Research techniques and strategies including the Internet and online databases.
Oral and written communication skills.
Principles and practices of supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:

Organize and direct the activities and operations of Library Services including the Professional Library, Learning Resources Display Center and Instructional Resource Center.
Provide professional development services to districts; work with Special Education, Migrant Education and Inclusion to create projects.
Work with directors and coordinators to provide research, articles and resources.
Develop and conduct training including literacy.
Collect, assemble and analyze data.
Train and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in library science or related field and five (5) years increasingly responsible experience in library program management.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Valid credential authorizing service as a Teacher Librarian

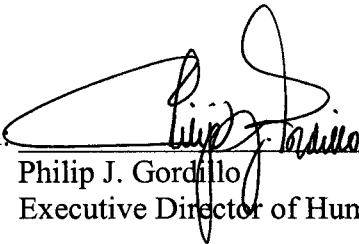
WORKING CONDITIONS:

ENVIRONMENT

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Sitting or standing for extended periods of time
Lifting, bending at the waist, kneeling or crouching involved in the packing and unpacking books

Approved:  _____ 7/01/2011
Philip J. Gordillo Date
Executive Director of Human Resources