

## Job Description

**Job Title:** Instructional Supervisor of Library Media Services

**Supervisor:** Executive Director of Curriculum & Development

**Position Code:** 1E17, AE17

**Pay Grade:** 42

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for planning, developing, implementing, and monitoring the PK-12 school library program for the division. Position functions as instructional supervisor for all school library/media center personnel and is responsible for preparing and monitoring the budget to include updates to circulations, materials, and resources. The supervisor of Library Media Services also works collaboratively with school library media staff to develop curriculum and assessments, professional development, and the integration of inquiry-based lessons that strengthen the overall curriculum across all contents.

### **Essential Duties**

1. Develops and implements plans the school library program at the district level.
2. Evaluates the effectiveness of school librarians and school libraries in partnership with building administrators.
3. Collaborates and leads curriculum development, implementation, and revision.
4. Guides division level curation of high quality resources and the acquisition of library materials that are diverse, inclusive, current, and relevant,
5. Advises principals on the scope, development, and improvement of school library programs in schools.
6. Coordinates, writes, and supervises implementation of Library/Media curriculum.
7. Assists Human Resources with the screening of candidates for school library media specialist positions and participates on interview panels.
8. Provides professional learning opportunities for teachers and school librarians to foster innovative classroom and school library practices with information technologies, inquiry learning, literacy, and other learner-centered and resource-based instructional practices.
9. Provides support for division participation in pre-adoption evaluations of instructional materials.
10. Administers, in collaboration with the technology department, the integrated library management system.
11. Develops and manages approved budget for the division's library/media services, to include materials, supplies, and equipment.
12. Supervises assigned instructional and educational support personnel.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs related work as assigned by the Executive Director of Curriculum and Development and other appropriate administrator.
2. Initiates and maintains effective liaisons with other school divisions, professional organizations, and VDOE personnel to remain knowledgeable and updated on developments in school libraries.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master degree Post-Graduate Professional License, endorsements in Library / Media Science. Must complete requirements for a Virginia License in Administration and Supervision within 3 years of hire.

Position requires a minimum of three years successful experience as school library/media specialist. Knowledge of administrative computer applications and media technology as related to department job functions. Considerable knowledge of the current literature, trends, methods and developments in library/media technology. Must possess the ability to read and prepare correspondence, reports, forms, research papers, etc., using prescribed formats and conforming to rules of punctuation, grammar, and style. Position requires the ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Executive Director of Curriculum & Development

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Library Media Services will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Curriculum & Development or appropriate administrator.. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 10/2021 CR