



EMPLOYEE NAME: _____

Revised: 4/03;5/07;11/09; 10/12; 6/18; 9/20

JOB DESCRIPTION

POSITION TITLE: Supervisor, Library Media Education	JOB CODE: 621A
DIVISION: Academic, Teaching and Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Applied Learning and Design	WORKDAYS: 238
REPORTS TO: Director, Applied Learning and Design	PAY GRADE: CS1 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the development, implementation and evaluation of a comprehensive library media program.	

REQUIREMENTS:

1.	Educational Level: Master’s degree or higher in School Library Media or related field
2.	Certification/License Required: School Library Media Certification and Ed Leadership Certificate
3.	Experience: 3 years of experience as a School Library Media Specialist
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Excellent written and oral communication; excellence in leadership

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises and works with library media specialists, District Library Media Education staff, and other instructional personnel in the support of student learning and evaluation of library media programs.
3.	Provides professional development opportunities for library media specialists and other personnel as appropriate.
4.	Projects and allocates budget needs, assists in the preparation and evaluation of bids for library media materials, and monitors the use of local, state, and federal funds allotted for library media programs.
5.	Coordinates the acquisition, organization, distribution, maintenance and assessment of district-wide online library media resources and the management/use of the centralized library automation system.
6.	Collaborates and consults with Project Services in the design, the selection, and the acquisition of library media furniture, equipment, and information resources for new library media centers and renovations of existing facilities.
7.	Contributes to and assists with the development and implementation of policies, procedures, accreditation, and evaluation standards related to library media programs.
8.	Collaborates with the Technology Services Division staff on matters related to instructional technology and online information access.
9.	Facilitates the District Library Media Committee and provides assistance to building level library media committees, local administrators, teachers, and library media specialists in the resolution of problems related to library media programs.
10.	Stays abreast of changes and advancements in the library media field and uses various forms of communication to keep schools informed of these changes.
11.	Serves as library media liaison between the district, the Georgia Department of Education, and the Cobb County Public Library System.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____