



## Job Description

**Job Title:** Supervisor I  
Library Media Services

**Supervisor:** Assistant Superintendent  
Curriculum & Instructional Services

**Position Code:** 1E17, AE17

**Pay Grade:** 44

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position functions as instructional supervisor or all school library/media center personnel and is responsible for supervision of the library processing staff assigned to Video Library, Media Production Room and Library/Media Central Processing. Position is also responsible for development and management of all school media centers and the ordering of needed materials and supplies.

### **Essential Duties**

1. Develops and implements plans for the improvement of instructional media and technology services at the district level.
2. Provides consultant services in support of school library medial and technology programs for all schools, when required.
3. Serves as resource consultant and materials specialist to school staff
4. Assists principals with understanding of development of the school library medial and instructional materials programs in the schools.
5. Coordinates, writes and supervises implementation of Library/Media curriculum.
6. Assists with the screening of candidates for school library media specialist positions.
7. Plans and conducts workshops and in-service training programs in support of school library media and technology programs.
8. Recommends instructional materials allocations to the schools.
9. Provides support for District participation in pre-Adoption evaluations of instructional materials.
10. Provides for the acquisition and maintenance of the District Video Library.
11. Develops and implements plans for the application of automation for district-and school-based library media programs.
12. Develops, submits for approval, and manages approved budget for the division's library/media services, to include materials, supplies, and audio-visual equipment.
13. Supervises assigned instructional and educational support personnel.
14. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Performs related work as assigned by the Assistant Superintendent, Curriculum & Instructional Services or other appropriate administrator.

### **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 and Administration & Supervision. 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:** Assistant Superintendent, Curriculum & Instructional Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor I will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent, Curriculum & Instructional Services 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