

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SUPERVISOR, INSTRUCTIONAL MATERIALS & LIBRARY SERVICES

**SALARY SCHEDULE: ADMINISTRATIVE – E**

**COST CENTER: INSTRUCTIONAL MATERIALS & LIBRARY (9054)**

**QUALIFICATIONS:**

- (1) Bachelor's degree from an accredited educational institution.
- (2) Master's degree in Education, Library Science, or a related field.
- (3) Florida Educator Teaching certificate preferably Media Specialist Pre-K-12
- (4) Educational Leadership degree or completion of relevant leadership development programs.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensively understands local, state, and federal laws, statutes, and guidelines concerning instructional materials. Proven experience in developing and implementing K-12 library/media programs aligned with best practices and standards. Skilled in analyzing district and state data to inform instructional materials selection and program development. Demonstrates ability to design, implement, monitor, and evaluate successful school library/media programs based on data and district needs. Possesses experience in managing district-wide textbook adoption purchases and implementation processes. Knowledge of instructional materials, library/media programming, management, and budgeting best practices. Advanced computer skills in Microsoft Excel and data/finance management tools for effective analysis and reporting. Proficient in using Microsoft Office tools to enhance organization and communication efficiency. Effective team player capable of contributing to district leadership teams and collaborating with diverse stakeholders. Demonstrates excellent oral and written communication skills to engage various audiences and promote program initiatives.

**REPORTS TO:**

High School Curriculum Director

#### JOB GOAL

To supervise and manage all facets of the Instructional Materials and Library Services Department, including budget, facilities, staffing and day-to-day operations. To provide management oversight and leadership in the implementation of effective school library/media programs and district instructional materials adoptions, purchases, delivery, inventory, and support.

**SUPERVISES:**

District Media Specialists  
 Instructional Materials & Library Services Support Staff  
 Warehouse & Delivery Staff  
 Bookkeeper

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Provides leadership in the development and implementation of curriculum, library/media support programs, and instructional materials implementation that align to state statutes, local school board policies and the district's mission and vision.
- \* (2) Oversee the daily operations and personnel of the Instructional Materials and Library Services Department.
- \* (3) Supervises the annual state textbook adoption process including pre-adoption training and evaluations, communications with all stakeholders, purchase, inventory, and implementation of instructional materials.
- \* (4) Supervises the process of evaluation, selection, and acquisition of instructional materials and software aligned with current state standards.
- \* (5) Collaborates with Executive Director of Professional Learning to ensure ongoing relevant professional

## **SUPERVISOR, INSTRUCTIONAL MATERIALS & LIBRARY SERVICES (Continued)**

- development occurs for school Library Technicians, District Media Specialists, administrators and teachers.
- \* (6) Collaborates with the Information Technology Services department to design, manage, monitor, and evaluate library automation systems and digital instructional materials.
  - \* (7) Coordinates, organizes, and manages the instructional materials warehouse to ensure efficient, timely delivery.
  - \* (8) Coordinates the requisition, purchase, receipt, and distribution of instructional materials from publishers and the Florida School Book Depository to ensure efficient and timely delivery.
  - \* (9) Collaborates with purchasing department to develop and manage systems for materials acquisition, distribution, inventory control, redistribution, and disposal that are consistent with state and local regulations.
  - \* (10) Collaborates with other departments to identify appropriate vendors and facilitate contracts for instructional materials.
  - \* (11) Manages the acquisition, delivery and collection of instructional materials related to the district's Dual Enrollment program.
  - \* (12) Coordinates the district's procedure for collection of monies for lost instructional materials.
  - \* (13) Assist in the development and monitoring of the Instructional Materials Department budget.
  - \* (14) Maintains current knowledge of district, state, and federal laws, statutes and guidelines affecting instructional media, materials, and software.
  - \* (15) Collaborates with District Government Affairs Supervisor to review and evaluate district instructional materials school board policies and ensure compliance with state statute and rule.
  - \* (16) Presents to School Board, District and/or School Based Administration as requested.
  - \* (17) Participate as an active member within FADIMA (Florida Association of Instructional Materials Administrators).
  - \* (18) Assists in the recruitment and screening of school Library Technicians and District Media Specialists.
  - \* (19) Prepares or supervises all reports required to be filed with appropriate education agencies in connection with Instructional Materials and Library Services Department.
  - \* (20) Recommends specifications for new facilities construction/renovation and the purchase of related equipment, materials, and supplies.
  - \* (21) Exercises proactive leadership to promote and support the mission and vision of the district and its goals and priorities.
  - \* (22) Uses appropriate styles and methods to motivate, persuade, gain commitment, and facilitate task accomplishment.
  - \* (23) Communicates and works effectively with various audiences and exhibits strong written, verbal and technology-related skills.
  - \* (24) Facilitates problem solving by individuals and groups.
  - \* (25) Models and maintains high ethical standards.
  - \* (26) Maintains confidentiality regarding school and District matters.
  - (27) Performs other incidental tasks consistent with the goals and objectives of this position as requested.
  - \* (28) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job descriptions. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 11**

\*Essential Performance Responsibilities