



PO Box 185 ~ 511 Broadway
Melba, Idaho 83641
phone 208-495-1141 ~ fax 208-495-1142
www.msdl36.org

Title: Media Center Supervisor– Grades 7-12
Pay Grade: As per District Classified Scale
Supervisor: Building Administrator

QUALIFICATIONS

1. High School Diploma or the equivalent required. Pass the required Paraprofessional Assessment or two years of college coursework. An Associate's Degree in education or related field is preferred.
2. Previous media center experience preferred
3. Ability to work with children one-on-one and small group situations
4. Excellent oral communication skills, able to read stories and keep students' attention
5. Knowledgeable about how to use a media center
6. Knowledgeable with word processing, databases, spread sheets, reports, and periodical, reference, and book search programs
7. Ability to maintain a positive learning environment
8. Works well with students, staff, and the public
9. Excellent organizational skills
10. Excellent interpersonal and communication skills
11. Able to work under pressure and deadlines
12. Maintain confidentiality of staff and students

JOB SUMMARY

To provide support services inherent to the effective operation of the school media center under the direction of the Building Administrator.

MAJOR DUTIES AND RESPONSIBILITIES

Assisting Students and Staff

1. Conduct orientations in media center procedures for student media center assistants
2. Monitor student computer and media center materials use on a sign-in basis
3. Assist teachers in teaching media center science skills and promote the proper use of media center resources
4. Assist students in the media center
5. Share books with students through oral readings, book talks, reading programs, and dramatizations to stimulate interest in reading
6. Be familiar with online resources such as websites, search engines, and databases to assist students with information retrieval
7. Assist students in locating reference materials
8. Assist students in making proper use of media center equipment and materials
9. Promote and facilitate reading programs
10. Read to small groups of students and listen to individual students read
11. As requested by teachers, select, and pull items for thematic units
12. Help create and distribute a media center schedule for the school instructional year

Media Center Materials and Operations

1. Process new books, magazines, and other media materials including making labels as needed using Dewey Decimal Classification System
2. Make labels as needed using Dewey Decimal Classification System
3. Shelve and maintain books, audio-visual equipment, and other library resources appropriately
4. Mend and repair books and other library materials
5. Assess and assist in collecting library fines, if applicable, and reimbursements for lost or damaged books
6. Conduct a yearly inventory of books and equipment
7. Assist the building administrator in providing students with a large and varied selection of high-quality age-appropriate books as described by the “Improving Access to Books and Other Reading Materials” section of the Idaho Comprehensive Literacy Plan: Birth – 12th Grade when practical.
8. Troubleshoot computer and technology problems on library computers

9. Display and file periodical literature
10. Check books in and out
11. Handle overdue library loans
12. Maintain bookkeeping functions regarding overdue books, fines, and notices of fines
13. Operate equipment such as computers, copiers, the intercom system, calculators, laminators, the telephone system, scanners, and digital cameras
14. Create a positive atmosphere in the media center that encourages student and staff use
15. Prepare special educational displays
16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Other

1. Handle media center mail and type correspondence and reports
2. Duplicate learning materials as requested
3. Attend faculty meetings as required
4. Keep immediate supervisor informed of activities and any issues that may arise
5. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
6. Seek assistance should emergencies arise
7. Represent the school district in a positive manner
8. Know and follow school district policy and chain of command
9. Perform other duties as assigned

Evaluation:

Performance of this position will be evaluated annually by the building principal in conformance with district policy and IDAPA 08.02.02.120.

Terms of Employment:

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth

only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance

Reviewed by _____ Date _____

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor _____ Date _____