

SCHOOL LIBRARY SUPERVISOR**DEFINITION:**

Under the supervision of the Assistant Superintendent – Educational Services, assumes responsibility for the supervision of classified personnel assigned to the school libraries. Assists in providing comprehensive training in the area of library science to provide all students with an enriched library environment and to aid students and staff in acquiring the skills needed to take full advantage of library resources; performs specialized activities; supervises as well as evaluates the operations of library staff; does related work as required.

EXAMPLES OF DUTIES:

Coordinates and supervises all the activities of the classified personnel assigned to the school facilities; supervises and trains k-12 classified personnel in a wide variety of responsible para-professional library tasks of a technical nature; provides bibliographies and related materials to the teaching staff as needed; confers with the teaching staff in library book acquisition and coordinates acquisition with the Assistant Superintendent – Educational Services; assists students in learning library skills; directs the library portion of reading stimulation programs; becomes familiar with duties of the staff members and helps complete tasks for absent members; prepares and maintains picture/story/article files as requested; operates a computer; assumes supervisory responsibility for IMC operations under the direction of the Assistant Superintendent – Educational Services; participates in evaluating k-12 library staff.

QUALIFICATIONS:**Knowledge of:**

Methods, techniques and procedures utilized in the operation of a media library unit;
Materials, equipment and terminology commonly utilized in instructional media technology;
Standard library reference sources; books and other specialized library science related materials;
English usage, spelling, grammar and punctuation;
Library media center classification system, including the Dewey decimal system;
Library instructional programs;
Computer utilization;
School reading program

Ability to:

Organize and provide an instructional library program;
Maintain student discipline;
Supervise and evaluate classified personnel;
Train new personnel;
Establish and maintain cooperative working relationships;
Work independently;
Order/disseminate textbooks;
Complete State forms;
Meet and arrange meetings with publishers;
Post textbook adoption/selection;
Pick out and purchase library books and distribute

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Experience:

Two years of increasingly responsible experience in a public school or public city or county library;

Experience in providing instruction in the use of library materials;

Experience in training and supervising staff

Education:

Bachelor's degree in Library Media Services or related field.