

# Media Supervisor/Director

## Student Services Job Description

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**Please note:** This job description is one of several adopted by the State Board of Education between 1984 and 1987 and was designed to correspond with the evaluation instrument. Local school systems can and often do modify the job descriptions to meet their individual needs. Please contact the [school system](#) in which you are interested for a finalized job description.

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**Position:** Media Supervisor/Director

The media supervisor/director is a system level media professional who may be identified as Director of Library Media Services, Director of Media and Technology, Coordinator of Library Media Services, or Library Supervisor.

**Reports to:** Superintendent or designee

**Supervises:** school library media professionals and media support personnel

**Purpose:** To provide leadership in the development, implementation and evaluation of the school library media program to promote student learning and teacher effectiveness for the benefit of the system's total educational program.

### Major Duties and Responsibilities:

#### Program Management

- Provides effective leadership in developing, implementing, and evaluating plans for a comprehensive, system wide school library media program
- Coordinates the planning and design of new, renovated, and existing school library media facilities and school wide infrastructure.
- Assists in the development of in-service staff development for school library media staff and other school system personnel especially in the area of print and electronic resources and services
- Communicates the system's vision, goals, and priorities especially regarding school library media programs to the public
- Coordinates system-level programs and resources

#### Fiscal Management

- Prepares budgets, coordinates with other departments or agencies to assure maximum services and resources, and maintains records/reports/inventories in accordance with local/state/federal policies.
- Guides building level school library media coordinators and principals in the selection and purchase of materials and equipment
- Advocates standardization and investigates licensing issues for system wide resources
- Researches, initiates, and encourages a wide range of grants and external funding opportunities for the support and enhancement of school library media programs

#### Information Management

- Advocates for school library media programs within the school system and the community
- Serves as a liaison between the school and other agencies especially in regards to school library media and technology issues

- Adheres to and advises all school personnel regarding copyright as well as other laws and guidelines pertaining to the distribution and use of resources
- Advocates the principles of intellectual freedom and ethical behavior
- Collaboration
- Collaborates with other program directors to affect student achievement and teacher effectiveness
- Teams with other technology staff to assure standardization of equipment and software across programs and buildings
- Initiates collaboration with other libraries and agencies to share resources that enhance the educational community's learning environment
- Works with principals, teachers, and system-level directors to assure standardization and equity of resources across programs and buildings

### **Personnel Management**

- Assists principals and site-based committees in the selection and placement of school library media personnel
- Assists principals in the delegation and supervision of school library media personnel responsibilities
- Supports school library media personnel in the day-to-day operation of the school library media program
- Works with principals and/or teacher evaluators to appraise the performance of school library media personnel.
- Supervises district level media and technology support personnel