

**SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION**

**[SUPERVISOR] PROGRAM MANAGER, INSTRUCTIONAL MATERIALS
AND MEDIA [AND TECHNOLOGY]**

**EXECUTIVE DIRECTOR, WORKFORCE DEVELOPMENT,
SALARY SCHEDULE: ADMINISTRATIVE – [E] F**

COST CENTER: CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

- (1) Bachelor's degree [Master's degree] from an accredited educational institution. Master's preferred.
- (2) Florida teaching certificate [ion as School Media Specialist]
- (3) Minimum of two (2) years management experience in instructional media, [including training in] or library automation management or working with business data management systems. [software and LAN design, installation, maintenance, and management]
- (4) .Educational Supervision and/or Educational Leadership preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Advanced knowledge of the current theories, techniques and methodologies of instructional materials and media programming and management. Ability to apply and model current professional and technical knowledge in a progressive, forward-thinking environment that promotes and emphasizes Florida's Next Generation Sunshine State Standards (NGSSS) and the Common Core State Standards (CCSS) [21st Century Skills] for students, teachers, and administrators. Experience in the development of a K-12 media program design to include:

- integrated, standards-based curriculum
- emphasis on technology-based instructional and media resources
- inclusion of digital instructional materials
- professional development in the use of media in lesson design and instructional practice

Advanced computer skills and ability to use data and/or finance management tools such as excel spreadsheets. Ability to analyze data from multiple sources to design, implement, monitor, and evaluate successful school media/technology programs. Ability to function as a member of a leadership team and to work as a team member, harmoniously and cooperatively with professional staff and school community.

REPORTS TO:

Director of Curriculum and Instruction

JOB GOAL

To supervise and manage curriculum and instruction programs and functions. To provide management oversight and leadership in the implementation of [plan, implement and evaluate] effective school media/technology programs and District instructional[media,] materials/media, and software acquisition and application.

SUPERVISES:

Library Automation System Technician
Media & Instructional Materials Support [Technicians]
[Cataloger]
[Multi-Media Technician]
[Inventory Control Technician]
Delivery Clerk/Warehouse Technician
Curriculum Program Specialists, as assigned

[SUPERVISOR] PROGRAM MANAGER, INSTRUCTIONAL MATERIALS AND MEDIA [AND TECHNOLOGY] (continued)

Clerical staff as assigned

PERFORMANCE RESPONSIBILITIES:

- * (1) Provides leadership in the development and implementation of curriculum, instructional media/technology programs that ensure integration of media and technology and alignment to the NGSSS/CCSS and the instructional practice. [with 21st Century Skills].
- * (2) Oversee the operations and personnel of the instructional materials/media warehouse.
- * (3) Serves as the curriculum department's administrator in charge in the absence of the department director.
- * (4) Supervises the annual state textbook adoption process including pre-adoption training and evaluations, communications with all stakeholders, purchase, inventory and implementation of instructional materials and software.
- * (5) Supervises the process of evaluation, selection, and acquisition of instructional materials and software that are aligned with Florida's NGSS/CCSS and assessments.
- * (6) [Coordinates, evaluates, and recommends new or expanded programs in instructional media/technology.]
- * (7) Oversees [Coordinates] ongoing, relevant professional development programs for school media aids/specialists in curriculum integration and support, data analysis, library automation systems and other media-related topics.
- * (8) Collaborates with the [Curriculum and Technology] Information Technology Services department to design, manage, monitor, and evaluate library automation systems and digital instructional materials.
- * (9) Coordinates, organizes, and manages the [cataloging and processing] of instructional materials to assure efficient, timely delivery.
- * (10) [Coordinates and articulates instructional media services and programs with all District divisions.]
- * (11) [Directs evaluation, selection, and acquisition of instructional materials and software that are aligned with District curriculum and assessment.]
- * (12) [Coordinates the state instructional materials pre-adoption training and evaluations and facilitates them District's process for adoption and purchase of instructional materials and software].
- * (13) Coordinates the requisition, purchase, receipt, and distribution of instructional materials from publishers and the Florida School Book Depository to ensure efficient and timely delivery.
- * (14) [Informs schools of current status of state adoptions, pricing, and availability of media and instructional materials.]
- * (15) [Provides current information to schools related to allowable fund sources for acquisition of media, instructional materials and software.]
- * (16) Develops and distributes district copyright guidelines to ensure compliance with federal regulations.
- * (17) 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.
- * (18) Collaborates with other departments to identify appropriate vendors and to facilitate contracts for the purchase of media, instructional materials and software.
- * (19) Manages the acquisition, delivery and collection of instructional materials related to the district's Dual Enrollment program.
- * (20) Coordinates the district's procedure for collection of monies for lost instructional materials.
- * (21) [Promotes and models continuous professional development.]
- * (22) [Actively participates and promotes membership of others in professional organizations]
- * (23) [Monitors and updates media/technology programs that are current and consistent with national standards in instructional media/technology.]
- * (24) [Facilitates the program review process of media/technology programs.]
- * (25) Assists in the [D]develop[s]ment and monitoring of the [implements, monitors, and evaluates] department and program budgets.

[SUPERVISOR] PROGRAM MANAGER, INSTRUCTIONAL MATERIALS AND MEDIA [AND TECHNOLOGY] (continued)

- * (26) Maintains current knowledge of District, state, and federal laws, regulations and policies affecting instructional media, materials, and software.
- * (27) Coordinates department policies with federal, state and District guidelines.
- * (28) Assists in the recruitment and screening of school media specialists and facilitates induction activities for new personnel.
- * (29) Prepares or supervises all reports required to be filed with appropriate education agencies in connection with assigned programs.
- * (30) [Assists with the development of the division and department's budgets.]
- * (31) Recommends specifications for new facilities construction/renovation and the purchase of related equipment, materials and supplies.
- * (32) Exercises proactive leadership to promote and support the vision and mission of the District and its goals and priorities.
- * (33) Uses appropriate styles and methods to motivate, persuade, gain commitment and facilitate task accomplishment.
- * (34) Communicates and works effectively with a variety of audiences and exhibits strong written, verbal and technology related skills.
- * (35) Facilitates problem solving by individuals and groups.
- * (36) Models and maintains high ethical standards.
- * (37) Maintains confidentiality regarding school and District matters.
- (34) Performs other incidental tasks consistent with the goals and objectives of this position.

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. 05

*Essential Performance Responsibilities