

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Director, Instructional Media	<b>REPORTS TO:</b>	Administrator
<b>DEPARTMENT:</b>	IMC/IMS & Library Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-27/Management Salary Schedule

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**(Former Classification: Instructional Media Center/Instructional Material System/Library Services Director)**

**BASIC FUNCTION:**

Plan, organize, control and direct the Library and Instructional Media Center (IMC) services of the District to provide timely delivery of high quality services to staff, sites and departments; accountable for improving student achievement through the effective management of assigned functions and activities; oversee the allocation of District-wide textbook and library funds including library personnel to provide students and staff access to a variety of high quality educational materials in support of students learning at grade level and beyond; supervise, provide clear work direction and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Plan, organize, control and direct a variety of programs, projects and activities related to IMC and library services including a computer resource center, teacher curriculum room, media production and other related services to ensure appropriate allocation of services and resources in support of assisting students to stay in school on target to graduate. *E*

Communicate and collaborate with other administrators, District personnel and vendors to coordinate activities and programs, resolve issues and conflicts and exchange information regarding budgets, materials and policies. *E*

Manage the development and implementation of goals, objectives, policies, and priorities for assigned areas; coordinate functions of the department related to quality service, circulation, acquisition, receiving and processing of materials. *E*

Consult with and recommend to personnel appropriate instructional materials, library management systems and equipment to improve classroom instruction. *E*

Attend a variety of meetings related to department functions; serve on District-wide committees, task forces and panels. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; prepare agendas and memos. *E*

Provide technical expertise regarding assigned functions; formulate and develop effective policies and procedures to accomplished stated goals. *E*

Develop and prepare assigned budgets for District classroom materials, State textbooks and IMC and Library services; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District; oversee the allocation of District-wide textbook and library funds including library personnel to provide students and staff access to a variety of high quality educational materials in support of students learning at grade level and beyond. *E*

Supervise, provide clear work direction and evaluate the performance of assigned staff; provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees; recommend performance improvement plan, transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff. *E*

Develop, plan and implement strategic long and short-term plans and activities; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement and make changes as appropriate to ensure smooth and effective operations of the department. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: library media teacher certificate or related field and four years increasingly responsible supervisory experience in library science.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; valid Teaching Credential and Administrative Services Credential.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization and direction of the IMC and Library Services of the District.
- Library technical processes related to the acquisition, cataloging, classification and circulation of library materials.
- District curriculum, reading levels and appropriate reference materials.
- Modern library technology including computer applications.
- Curriculum frameworks.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Labor Relations law and employee contracts.
- Accurate record-keeping techniques.
- Operation of audio-visual equipment and a computer to enter data, maintain records and generate reports.
- District organization, operations, policies, objectives and goals.

**ABILITY TO:**

- Plan, organize and administer the IMC and Library Services of the District.
- Administer assigned budgets and allocate funds.
- Work collaboratively and build positive relationships with a diverse group of stakeholders.
- Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
- Communicate, understand and follow both oral and written directions.
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures related to assigned area(s).
- Analyze situations accurately and adopt an effective course of action.
- Plan, prioritize and organize work to meet schedules and time lines.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
- Demonstrate loyalty and high ethical standards.
- Focus and appropriately allocate resources toward identified goals.
- Manage change and design an effective system of reporting progress and monitoring results.

Negotiate skillfully in difficult situations and create solutions to promote compromise.  
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office, classroom and library environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; light lifting; pushing or pulling carts; hearing and speaking to exchange information and make presentations; seeing to monitor various services; dexterity to operate a computer and other office and audio-visual equipment.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E=Essential Functions***