

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Instructional Material Systems (IMS) Operations	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Instructional Material System	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	S-53/Supervisory Salary Schedule

BASIC FUNCTION:

Perform a variety of accurate, timely and responsible budgetary, management information, and analytical duties related to instructional materials; serve as primary resource for others utilizing the Instructional Materials Systems (IMS).

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 and supervise the timely and efficient activities of the instructional materials system. *E*

Allocate, monitor and analyze the school's State and District textbook, legal compliance and library funds; review funding letters and make recommendations as appropriate; plan and prepare budget appropriations and revisions and related financial reports to ensure the financial viability of the district. *E*

Prepare and modify procedures and a variety of reports and other documents related to instructional materials; review, analyze and implement Department of Education instructions and updates. *E*

Serve as primary resource for others utilizing the Instructional Materials Systems (IMS); perform computer hardware, software and program analysis; make recommendations and changes as appropriate. *E*

Maintain District stock of textbooks and printed materials to assist students to excel in reading, writing and math; order materials, anticipate needs and discard materials according to established guidelines to provide timely delivery of high quality services to students and staff. *E*

Arrange consolidated District orders of materials for maximum efficiency and cost savings to ensure the financial viability of the district; plan, organize and coordinate receiving, storing, issuance and returns of stock. *E*

Maintain current knowledge of vendors, sources, procedures and arrangements for acquisitions and cataloging of instructional materials. *E*

Train, supervise, evaluate and provide clear expectations to assigned staff; plan, assign and review work schedules and work flow; conduct staff meetings. *E*

Develop and maintain accurate and current computerized catalog of instructional materials, textbook displays and related printed information. *E*

Review and approve orders from schools for conformance with curricular and legal compliance guidelines; ensure support by properly budgeted funds within established time lines. *E*

Oversee the accurate and timely cataloging and processing of library and media materials. *E*

Provide in-service and assistance for school and District personnel at school sites and meetings regarding IMS-related matters. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in library science, computer science or related field and five years of increasingly responsible instructional materials experience including two years in a supervisory or lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current district curriculum and educational programs, policies and laws regarding instructional materials.
Concepts of computer programming, analysis and operation.
Principles of library services, classification and circulation of media.
Public speaking techniques.
Principles and practices of supervising, training and providing work direction.
Inventory methods and practices.
Operation of a computer and data entry techniques.
Accurate record-keeping techniques.
District organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Install and operate computer hardware and software.
Compile statistical data and maintain computerized records and reports.
Plan and coordinate large projects and schedules.
Train, supervise, evaluate and provide clear expectations to assigned personnel.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction and many interruptions.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Prepare and deliver oral presentations.
Learn new or updated computer systems/programs or skills to apply to current work.
Communicate, understand, and follow both oral and written directions effectively.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Assist in sustaining and monitoring the financial viability of the district.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office and warehouse environment; driving a vehicle to conduct work; constant interruptions; excessive intermittent noise; occasional contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, climbing ladders to check shelves; sitting for extended periods of time; lifting light objects; reaching overhead, above the shoulders and horizontally; seeing to read a variety of instructional materials; dexterity to operate a computer keyboard; hearing and speaking to

exchange information and make presentations.

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