

# 103888

CCA

**DIVISION ADMINISTRATIVE JOB DESCRIPTIONS**

**POSITION:** SUPERVISOR, LIBRARY AND MEDIA SERVICES

**REPORTS TO:** Director, Curriculum, Assessment and Professional Learning

**SUPERVISES:** Media Centre Staff

**JOB SUMMARY:** To oversee and ensure the successful delivery of the Division's Library and Media Services.

**KEY ACCOUNTABILITIES:**

1. To maintain a system for reviewing, previewing, selecting and purchasing audio-visual and digital resources.
2. To maintain a circulating collection of sheet music, professional books and periodicals.
3. To provide assistance and advice to school library personnel on resource/collection development and on automated systems and to assist school staff with the effective use of instructional materials and audio-visual equipment.
4. To arrange for inter-school library loans and to access materials/resources from external sources for use throughout the Division.
5. To assist school administrators and school staff with the evaluation process and delivery and maintenance of school library programs and services.
6. To share and collaborate on relevant library information with school and senior administrators.
7. To provide school libraries with a system of ordering, cataloguing and processing print and non-print library resources, to support original cataloguing of English and French print and non-print library resource

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**ST. JAMES-ASSINIBOIA SCHOOL DIVISION**

Great Schools for Growing and Learning

**JOB DESCRIPTION:****AP1-20**

materials for schools, and to catalogue materials for the central Division collection.

8. To provide leadership in the professional development of library staff.
9. To evaluate Library/Media services for efficiency, make recommendations on equipment/materials acquisitions and monitor expenditures of the centre.
10. To assume other responsibilities as required.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Master's degree in Library/Information Science
- 3-5 Years related experience including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

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