San Leandro Unified School District
Job Description

District Multimedia Manager

DEFINITION:

Under the direction of the Director of Instructional Technology, Assessment, Research and Evaluation and Educational Services, the District Multimedia Manager leads and directs the school library/multimedia centers for all schools in the district. The District Multimedia Manager leads, directs, and develops a model library/multimedia program that provides all students equitable access to information, library/multimedia materials and the acquisition of information literacy skills.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

MAJOR DUTIES AND RESPONSIBILITIES:

- Assume responsibility for oversight of the district-wide school library program
- Facilitates the training of teachers and students in District Acceptable Use Policy, Board Policy, Cyber Bullying, Social Media and all related Board Policy and administrative regulations related to technology and library multimedia centers
- Work with building level library staff to improve library and multimedia services
- Provides professional development to teachers and classified staff related to multimedia, online assessment tools, and technology integration
- Works collaboratively with the District Office to ensure that systemic multimedia and technology integration professional development occurs
- Design and implement collaborative lesson plans with teachers in the elementary grades
- Supervise the selection, ordering, processing, inventorying and cataloging of school materials for all school sites
- Plays a supervisory role in ensuring that all school multimedia centers are available outside of the regular school day
- Manages the creation and conversion digital media and delivery to school sites
- Coordinate the development of district school library multimedia program standards, policies and procedures
- Trains teachers to set individualized reading goals for all students and plays a leadership role in training teachers to provide students with constructive feedback regarding their progress towards these goals
- Coordinates the request and inventory of all instructional materials across the District
- Work with other administrators to establish district library and multimedia budgets
- Work to integrate digital media into the classroom, including, but not limited to books, videos and audio
- Lead the development, annual review, and revision of the district school library plan to meet approval of the state board
- Facilitates site level training and implementation of District assessment initiatives
- Promote reading and assist multimedia specialists, teachers and administrators in developing school reading motivation programs
- Participate on the district's technology committee to ensure that library media information and communication technologies are fully incorporated into the district's technology plan

- Trains teachers, administrators, and classified staff in the use and maintenance of District and individual websites
- Acts as a District webmaster
- Perform additional duties as assigned

QUALIFICATIONS:

Knowledge of: Expertise in the areas of school library media program, reading, information literacy, and technologies. Leadership for the effective use of library information and communication technologies in all schools. Leadership in staff development and instruction that aligns national and state school library media standards with state content standards and local practices

EDUCATION AND EXPERIENCE:

- Master's Degree in Library Information Science
- Minimum of three years teaching experience

LICENSES AND OTHER REQUIREMENTS:

- State Administrative Services Credential
- State Teacher's Credential
- Valid California driver's license and proof of current California auto liability insurance at time of appointment and throughout employment in this classification
- Personal automobile for job-related travel

WORK YEAR: 220 Days

WORKING CONDITIONS:

Office environment. Occasional work in school, classroom, and meeting room settings. Travel between locations required.

PHYSICAL REQUIREMENTS:

Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4