



EMPLOYEE NAME: \_\_\_\_\_

Revised: 5/02;7/02; 4/03; 5/05; 6/06; 5/08; 10/12; 6/17; 6/18; 8/19;9/20

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supervisor, Learning Resources	<b>JOB CODE:</b> 621A
<b>DIVISION:</b> Academic, Teaching and Learning	<b>SALARY SCHEDULE:</b> Annual Central Office Personnel
<b>DEPARTMENT:</b> Applied Learning and Design	<b>WORKDAYS:</b> 238
<b>REPORTS TO:</b> Director, Applied Learning and Design	<b>PAY GRADE:</b> CS1 (5, 6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Coordinates the system-wide selection, purchase and distribution of print and digital learning resources.	

### REQUIREMENTS:

1.	Educational Level: Master’s degree preferred
2.	Certification/License Required: Leadership Certificate
3.	Experience: 3 years teaching experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; proficiency in technology tools such as Office 365; organizational skills; problem solving; multi-tasking; productive in a fast-paced environment

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Develops and articulates a timeline for the adoption of print and digital learning resources that is aligned to CCSD Board policy.
3.	Works cooperatively with Financial Services and other system departments to negotiate and finalize vendor proposals, develops a projected budget for learning resources, and monitors the use of allocated funds including SPLOST.
4.	Organizes distribution of newly acquired resources working with content area supervisors, schools, and the warehouse.
5.	Communicates the status of the acquisition and distribution of learning resources to the central office, warehouse, and schools; assists local administrators, teachers, and district staff in the resolution of any associated problems.
6.	Communicates and trains with local school learning resource coordinators to maintain an accurate inventory of acquired learning resources.
7.	Coordinates, manages, and communicates digital access information to acquired learning resources with schools, parents, and students.
8.	Supervises learning resources warehouse staff.
9.	Assists in the design and implementation of the evaluation process and criteria for selection of learning resources for acquisition.
10.	Coordinates with appropriate departments and publishers in approval of technology components and staff development services of the acquired resources.
11.	Models and encourages lifelong learning and continuous growth by being an active member of learning networks and participating in regular professional development.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_