



ST. JAMES-ASSINIBOIA SCHOOL DIVISION
"Great Schools for Growing and Learning"

Supervisor, Library and Media Services - Full-time (100%) position

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Reporting to the Director, Curriculum, Assessment and Professional Learning, the Supervisor, Library and Media Services oversee and ensures the successful delivery of the Division's Library and Media Services.

Key Accountabilities:

- Maintain a system of reviewing, previewing, selecting and purchasing library and media resources which includes digital resources.
- Provide school libraries with a system of ordering, cataloguing and processing print and non-print resources, to support original cataloguing of English and French print and non-print library resource materials for schools, and to catalogue materials for the central Division collection
- 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 digital resources
- Provide leadership in the professional development of library staff
- Evaluate Library/Media services for efficiency, make recommendations on equipment/materials acquisitions and monitor expenditures
- Assist school administrators and school staff with the evaluation process and delivery and maintenance of school library programs and services
- Share and collaborate on relevant library information with school and senior administrators
- Maintain a circulating collection of sheet music, professional books and periodicals
- Arrange for inter-school library loans and to access materials/resources from external sources for use throughout the Division.
- Assume other responsibilities as required.

Salary: \$ 75,692.00 to \$90,875.00

Preferred Qualifications:

- Master's degree in library/information science
- 3-5 Years related experience at a senior level including supervisory/training experience.
- Ability to communicate in both official languages is an asset.
- An equivalent combination of education and experience may be acceptable to the division.