



Job Title: **Media Distribution & ISC Supervisor**

Department: **Media Center/AV/ISC/Mail Room**

Supervisor: **Warehouse Manager**

Lane Placement: **ESP Lane 8**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Warehouse Manager, the Media Distribution & ISC Supervisor oversees all services for the Media Center, Instructional Support Center, Mail Distribution and Audio-Video Center. Media Distribution & ISC Supervisor operates a computer management system to schedule and distribute media materials to the schools. Monitors and maintains the inventory and catalogs of media materials and keeps catalogs current. The incumbent organizes and maintains a web-based booking system for District administrators and authorized personnel desiring to schedule and/or check out District AV equipment. The incumbent troubleshoots operating problems on AV equipment and makes needed adjustments and minor repairs and maintains equipment in proper working order. Incumbent delivers and sets up equipment for presentations, in-service, and various other activities. Incumbent records District presentations as requested. The incumbent will oversee all district mail services and employees.

ESSENTIAL FUNCTIONS

- Media and AV orders.
- Receives, organizes, prioritizes, schedules on the computer, and prepares materials to send to the schools.
- Checks materials when they are returned from schools.
- Inventories and catalogs films and videos.
- Assigns shelf numbers and catalog numbers, indicating state films. Labels and types catalog information. Enters same on computer and shelf materials.
- Schedules previews of new materials (films and videos). Sends preview materials to appropriate teachers for District purchase evaluation decision.
- Maintains computer files. Types accurate information into computer. Backs up computer files and generates related reports.
- Works closely with teachers and principals to schedule films and videos.
- Organizes and maintains a web-based "booking" system for District administrators and authorized personnel desiring to schedule and/or check out District AV equipment.
- Evaluates audio-visual equipment for the District Office and makes recommendations for equipment purchase to department director.
- Participates in audio-visual equipment purchasing evaluation teams for bid preparation as requested by Purchasing Department.
- Checks out and tracks audio-visual equipment to District Office administrators and authorized personnel.
- Checks out and tracks selected audio-visual equipment to principals for use in schools.
- Provides instruction and training on how to properly set up and operate audio-video equipment.
- Sets up audio-visual equipment to be used for presentations, in-service classes, and seminars provided at the District Office or elsewhere by District personnel.
- Performs general maintenance on District's audio-visual equipment. Checks to ensure proper operation of equipment (e.g. cleans and demagnetizes heads, replaces lamps, drive belts, pinch rollers, and other minor repairs).

- Sends major repair problems to maintenance.
- Answers questions, troubleshoots and gives instruction by telephone or on-site visits.
- Assists District administrators and principals, and authorized audio-visual patrons in solving problems with their audio-visual equipment.
- Records, edits and duplicates audio-visual recordings for District presentations and special student productions and activities upon request of District administrators and authorized audio-visual patrons.
- Duplicates permitted videos and DVDs as authorized according to District policy and copyright laws.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent.
- Five (5) years of like work experience required.
- Strong computer skills.
- Requires references demonstrating personal integrity and dependability.
- Previous supervisory experience.
- Must demonstrate basic competence in reading, writing, and basic math.
- Job requires the ability to organize and distribute materials to proper designations.
- Requires the ability to work well with others in structured situations.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Job involves occasional lifting of boxes weighing up to 50 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020