SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION

PROGRAM MANAGER, INSTRUCTIONAL MATERIALS AND MEDIA

SALARY SCHEDULE: ADMINISTRATIVE – F

COST CENTER: CURRICULUM AND INSTRUCTION

QUALIFICATIONS:
(1) Bachelor’s degree from an accredited educational institution. Master’s preferred.
(2) Florida teaching certificate
(3) Minimum of two (2) years management experience in instructional media, or library automation management or working with business data management systems
(4) Educational Supervision and/or Educational Leadership preferred

KNOWLEDGE, SKILLS AND ABILITIES:
Advanced knowledge of the current theories, techniques and methodologies of instructional materials and media programming and management. Ability to apply and model current professional and technical knowledge in a progressive, forward-thinking environment that promotes and emphasizes Florida’s Next Generation Sunshine State Standards (NGSSS) and the Common Core State Standards (CCSS) for students, teachers, and administrators. Experience in the development of a K-12 media program design to include:
• integrated, standards-based curriculum
• emphasis on technology-based instructional and media resources
• inclusion of digital instructional materials
• professional development in the use of media in lesson design and instructional practice
Advanced computer skills and ability to use data and/or finance management tools such as excel spreadsheets. Ability to analyze data from multiple sources to design, implement, monitor, and evaluate successful school media/technology programs. Ability to function as a member of a leadership team and to work as a team member, harmoniously and cooperatively with professional staff and school community.

REPORTS TO:
Director of Curriculum and Instruction

JOB GOAL
To supervise and manage curriculum and instruction programs and functions. To provide management oversight and leadership in the implementation of effective school media/technology programs and District instructional materials/media, and software acquisition and application.

SUPERVISES:
Library Automation System Technician
Media & Instructional Materials Support
Delivery Clerk/Warehouse Technician
Curriculum Program Specialists, as assigned
Clerical staff as assigned
PROGRAM MANAGER, INSTRUCTIONAL MATERIALS AND MEDIA continued

PERFORMANCE RESPONSIBILITIES:
*(1) Provides leadership in the development and implementation of curriculum, instructional media/technology programs that ensure integration of media and technology and alignment to the NGSSS/CCSS and the instructional practice.
*(2) Oversees the operations and personnel of the instructional materials/media warehouse.
*(3) Serves as the curriculum department’s administrator in charge in the absence of the department director.
*(4) Supervises the annual state textbook adoption process including pre-adoption training and evaluations, communications with all stakeholders, purchase, inventory and implementation of instructional materials and software.
*(5) Supervises the process of evaluation, selection, and acquisition of instructional materials and software that are aligned with Florida’s NGSS/CCSS and assessments.
*(6) Oversees ongoing, relevant professional development programs for school media aids/specialists in curriculum integration and support, data analysis, library automation systems and other media-related topics.
*(7) Collaborates with the Information Technology Services department to design, manage, monitor, and evaluate library automation systems and digital instructional materials.
*(8) Coordinates, organizes, and manages the instructional materials to assure efficient, timely delivery.
*(9) Coordinates the requisition, purchase, receipt, and distribution of instructional materials from publishers and the Florida School Book Depository to ensure efficient and timely delivery.
*(10) Develops and distributes district copyright guidelines to ensure compliance with federal regulations.
*(11) Collaborates with purchasing department to develop and manage systems for materials acquisition, distribution, inventory control, redistribution, and disposal that are consistent with state and local regulations.
*(12) Collaborates with other departments to identify appropriate vendors and to facilitate contracts for the purchase of media, instructional materials and software.
*(13) Manages the acquisition, delivery and collection of instructional materials related to the district’s Dual Enrollment program.
*(14) Coordinates the district’s procedure for collection of monies for lost instructional materials.
*(15) Assist in the development and monitoring of the [implements, monitors, and evaluates] department and program budgets.
*(16) Maintains current knowledge of District, state, and federal laws, regulations and policies affecting instructional media, materials, and software.
*(17) Coordinates department policies with federal, state and District guidelines.
*(18) Assists in the recruitment and screening of school media specialists and facilitates induction activities for new personnel.
*(19) Prepares or supervises all reports required to be filed with appropriate education agencies in connection with assigned programs.
*(20) Recommends specifications for new facilities construction/renovation and the purchase of related equipment, materials and supplies.
*(21) Exercises proactive leadership to promote and support the vision and mission of the District and its goals and priorities.
*(22) Uses appropriate styles and methods to motivate, persuade, gain commitment and facilitate task accomplishment.
*(23) Communicates and works effectively with a variety of audiences and exhibits strong written, verbal and technology related skills.
*(24) Facilitates problem solving by individuals and groups.
*(25) Models and maintains high ethical standards.
*(26) Maintains confidentiality regarding school and District matters.
*(27) Performs other incidental tasks consistent with the goals and objectives of this position.
*(28) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District’s approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities