

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**DIRECTOR, MIS & MEDIA SERVICES**

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Education Leadership or School Principal.
- (3) Five (5) years teaching and / or media experience and / or administrative / supervision experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of systems, mainframe and micro-operations, instructional and applications. Ability to interpret and enforce State Board rules and School Board policies. Knowledge of current educational trends and research. Written and oral communication skills. Skills in personnel management, interaction, and supervision. Knowledge of instructional applications of technology, including, computers, networks, satellite, and TV production. Ability to interpret and promote library media program and services.

**REPORTS TO:**

Associate Superintendent for Support Services

**JOB GOAL**

To provide the School District with the tools of media to support and enhance teaching and learning.

**SUPERVISES:**

Administrative Assistant, Media  
Administrative Assistant, Data Processing  
Computer User Educator  
Media Technicians  
Audio Visual Technician  
Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Supervise Management Information Services and Instructional Media Services.
- \* (2) Serve as the District's Management Information Services Coordinator, and act as liaison between NEFEC Regional Information Center and schools and departments.
- \* (3) Direct overall aspects of the District's instructional media support program to include all audio, visual, print, computer, radio and television services as well as demonstration projects, contracts and grants.
- \* (4) Assist schools in the effective implementation of technology, networking, and computers.
- \* (5) Evaluate new and emerging technologies for use in the District to support instruction.
- (6) Provide a professional library of books and periodicals for District-wide use and for grant writing activities.
- \* (7) Establish and maintain a library of adopted textbooks and related teaching aids.
- \* (8) Assist in the determination of media equipment and technology needs and requirements for all schools and assist in preparing bid specifications for their procurement.
- \* (9) Work with appropriate personnel in the planning, modification and construction of school facilities to accommodate media and technology.
- \*(10) Work with the Director of Elementary and Special Programs to direct the District's textbook and related instructional materials program, including the evaluation and selection of textbooks.
- (11) Assist in the development and maintenance of administrative guidelines and School Board policies for the instructional technology, media services, and Management Information Services. Work with school level media specialist to provide in-service and monthly meetings.
- \*(12) Establish and implement organizational guidelines in regard to selecting, processing and evaluating materials.
- (13) Provide assistance to District and school-level personnel in the development and composition of grant applications and maintain a clearinghouse for all grants.
- \*(14) Prepare all required reports and maintain appropriate records.
- \*(15) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for employment actions.
- (16) Disseminate current information regarding the data base, new data elements, automated reporting changes / requirements and provide training as needed.
- \*(17) Supervise Instructional Television.

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- (18) Direct and coordinate the District Title 6 Program.
- (19) Assist in the development of administrative procedures for the District's Media, Textbook and Instructional Materials Programs and Management Information Services.
- (20) Serve as consultant for the Board's negotiating team in preparation for negotiations and serve as a member or alternate member of the Board's negotiating team.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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.

\* Essential Performance Responsibilities

**Job Description Supplement Code 5**

**SALARY LOCATOR: Support Personnel Salary Schedule 4**