

Williams Bay School District

Position Title: Library Media Center Supervisor / Academic Interventionist Tutor

Reports to: Middle/High School Principal and Library Media Specialist

Job Goal:

Oversees the smooth function of the Middle/High School Library Media Center and assists in developing, implementing, and facilitating strategic support structures to increase student achievement.

Required Qualifications:

- Teaching certificate or multiple years working with students in a school setting.
- The ability to maintain confidence about privileged information of students.
- Ability to work with and communicate effectively with students, parents, and staff.
- Highly organized and able to function independently with a moderate degree of supervision.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance Expectations:

- Strong human relation skills
- Ability to communicate with school personnel, students, and parents while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability and technical skills to retrieve and analyze student data.

General Responsibilities:

Library Media Center Supervisor

- Plans, initiates, and carries out to completion, clerical, secretarial, and administrative activities related to the operation of the school's library.
- Provides a library environment conducive to learning for academic achievement.
- Reads book reviews to keep current on grade level books and to aid in the selection of appropriate library materials to maintain a relevant library collection.
- Supervises and assists patrons in selecting materials in print and electronic.
- Assists and trains patrons and teachers to use the library program.
- Maintains student/staff library records and accounts including overdue notices and collection of fines.
- Maintains and organizes a current booklist for book orders.
- Maintains an organized and visually appealing library including book displays and bulletin boards.
- Catalogs library materials as needed.
- Completes minor repairs of materials as needed.
- Shelves books and other library materials
- Maintains the inventory of library materials.
- Receives and processes new library materials and donated items.
- Supervises students in the library and assists with individual needs.
- Supervises and assists students in printing and working at the library computers for academic and elective classes.
- Follows and implements measures to make the library a supportive element of the instructional program.
- Supervises and trains student library aides.
- Supervises student Chromebook checkouts, returns, and maintains accurate records.
- Monitors and keeps computer lab organized.
- Monitors and supports American Sign Language (ASL) and German students during and after their online class.
- Serves as liaison between students and ASL and German teachers
- Corresponds with ASL and German teachers to meet class needs.
- Proctors academic tests and quizzes
- Laminates library and staff materials
- Receives then reports students' technology issues to appropriate personnel.
- Creates, maintains, and organizes a yearly student-athlete binder of accomplishments, activities, and newspaper articles.

Academic Interventionist Tutor

- Tutors children in grades 6 – 12 that are academically at-risk.
- Tutors students in grades 6 – 12 in RTI tiers two and three.
- Implements academic interventions as directed by the Director of Special Education and the Academic Interventionist.
- Documents interventions and progress on each child.
- Communicates and reviews the success of interventions with the Director of Special Education and the Academic Interventionist.
- Communicates each child's progress with the Director of Special Education, and the Academic Interventionist.
- Serves as a resource to all RTI and academically at-risk students.
- Attends IEP and PST meetings as requested.
- Performs such other tasks as assigned by administration.

The above statements describe the general nature and level of work being performed by individuals assigned this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment:

At will employee. Compensation and employment responsibilities to be arranged by the District Administrator for support staff and as determined by the Board of Education.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

Evaluation:

Performance of this job will be evaluated annually per provisions of the Board of Education's policy on evaluation of support personnel.

APPROVED: January 25, 2021