

# Educational Media Center Supervisor

## Position Details

Class Code: 3121

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, plans, directs, and supervises video/film library operations, purchasing, marketing, and distribution functions of the Educational Media Center's (EMC) Districtwide circulation media library and specialized Nevada Captioned Media program departments.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Coordinates operations, budgeting, and marketing functions of the EMC.  
Develops plans for marketing the specialized open-captioned media collection to deaf and hard-of-hearing populations.
2. Supervises/coordinates the database management, customer service, circulation, inspection, maintenance, acquisition, quality control, and production of video, film, compact disc (CD), and digital video disc (DVD) media acquisitions for the EMC; reviews national, state, and Clark County School District curriculum standards prior to selecting educational media.

3. Coordinates duplication, digitization, and editing of instructional media, including Beta, DVD, video home system (VHS), and MiniDV, for video streaming and instructional television.
  4. Implements procedures and coordinates education library collections.
  5. Coordinates with U.S. Department of Education and National Association for the Deaf to identify/serve state educational media needs.
  6. Ensures compliance with copyright laws and digital rights management as required by lessors; prepares and maintains pertinent records/reports.
  7. Confers with District staff regarding the specifications, standards, and purchase of EMC materials/equipment.
  8. Assists schools and departments in selecting materials; utilizes knowledge of collections.
  9. Prepares instructional television program listings for District internal station operations.
  10. Develops the film, digital media, and video center online catalog, and other educational resources.
  11. Develops calendar for acquiring, duplicating, and distributing required start-of-school health/safety videos.
  12. Provides on-camera talent and content for broadcast packages promoting District/Vegas PBS services to the Southern Nevada community. Articulates the District's commitment to using technology to promote equal access.
  13. Consults/negotiates services, royalties, and materials with vendors.
  14. Oversees integration of software to improve operations, efficiency, and customer service; determines EMC software usage parameters.
  15. Coordinates EMC-related technology services, including Dymaxion, National Association for the Deaf (NAD)/Captioned Media Program (CMP), South Carolina, the District, and Vegas PBS, to develop an integrated inventory control/reporting system for media items.
  16. Works with District administration to coordinate data processing support for the film center, digital media, and TV traffic departments.
  17. Compiles data, prepares records, reports, schedules, and correspondence.
  18. Analyzes the library collection, researches availability of titles/requisitions in the film, digital media, and video library.
  19. Trains, supervises, and provides input into evaluations of assigned staff.
  20. Conforms to safety standards, as prescribed.
  21. Performs other tasks related to the position, as assigned.
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# Distinguishing Characteristics

None Specified.

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## Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to apply International Society for Technology in Education (ISTE), National Educational Technology (NETS) standards, Federal Communications Commission (FCC), and District rules/regulations.
  2. Knowledge of capturing and editing data in Moving Picture Experts Group (MPEG) format.
  3. Knowledge educational programming software.
  4. Knowledge of library practices, procedures, and media library equipment (i.e., tape, film, CD, video, disk, etc.)
  5. Knowledge of copyright laws, District curriculum, and tape master formats (i.e., Beta, ¾", 1" and digital.)
  6. Knowledge of film, digital, and video media and computer-film inventory databases.
  7. Ability to plan, direct, and supervise a film/video center, TV traffic operations, and duplication operations utilizing Beta, DVD, VHS, MiniDV, Array Technology Inc., (ATI) card, Rimage printer, etc.
  8. Ability to use video cleaner-evaluator machine.
  9. Ability to design, implement, and ensure quality assurance controls for duplication/distribution processes.
  10. Ability to actively evaluate, negotiate, and procure services, materials, and equipment.
  11. Ability to integrate software systems.
  12. Ability to research, analyze, and evaluate data.
  13. Ability to prepare and maintain accurate records/reports.
  14. Ability to work independently and meet predetermined deadlines.
  15. Ability to train, supervise, and assist in evaluating employees.
  16. Ability to work in confined areas, withstand heights, and perform work safely.
  17. Ability to work cooperatively with employees, vendors, students, and the public.
  18. Ability to recognize/report hazards and apply safe work methods.
  19. Possess physical and mental stamina commensurate with the responsibilities of the position.
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# Position Requirements

## Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Bachelor's degree from an accredited college/university in a related field (i.e., library science, instructional media, education, etc.), and two (2) years' experience in library media activities (i.e., film/video, etc.) English, legal transcription, legal keyboarding, etc., will meet the experience requirement.

## Licenses and Certifications

A valid driver's license or state-issued identification card.

## Preferred Qualifications

None Specified.

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## Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license or state-issued identification card.
  3. Transcript(s) from an accredited college/university.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

District facilities and travel to/from agencies and businesses.

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## Work Environment

### Strength

Medium/heavy – exert force of 5-20 lbs., constantly; 25-50 lbs., frequently; up to 60 lbs., occasionally.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone.

Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, hardware/software publications, local area network (LAN) resources, Internet, scanners, copiers, printers, modems, telephones, fax machines, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 08/21/23
- Created: 05/03/06