

### 484 - INSTRUCTIONAL MATERIALS CENTRE SUPERVISOR

#### Background

The Instructional Materials Centre (IMC) Supervisor is accountable to the Assistant Superintendent, Instruction for the day-to-day operation of the Centre.

#### Specific Duties

##### 1. Deliveries

- 1.1. Co-ordinate the Division's delivery (courier) system;
- 1.2. Fill IMC orders for schools;
- 1.3. Re-shelve or distribute in-coming materials from schools;
- 1.4. Ensure outgoing deliveries are coordinated; and
- 1.5. Handle Divisional in-coming/out-going internal mail.

##### 2. Cataloguing

Maintain computer-based catalogue, and update as required;

Ensure updated IMC catalogue is available on website;

Ensure all materials are catalogued in accordance with standardized library procedure;

Implement/maintain record-keeping system for checking materials in and out of the IMC;

Arrange for acquisition/distribution of preview materials as required;

Maintain Divisional Scrapbook(s); and

Maintain up-to-date magazine files.

##### 3. Ordering

- ◆ Order all instructional materials for preview, acquisition or replacement, as required;
- ◆ Order all support materials (laminates, etc.); and
- ◆ Recommend resources for purchase or other acquisition, as required.

##### 4. Equipment

- ◆ Maintain, or arrange for the inspection and maintenance of all Division-owned audio-visual equipment that is located in the IMC; and
- ◆ Loan audio-visual equipment from the IMC, as per Division procedures.

5. The Instructional Materials Centre (IMC)
  - ♦ Maintain and operate the Instructional Materials Centre as a professional resource library;
6. Perform other such duties as are consistent with the position as may be required from time to time.