

Red Wing Public Schools Position Description

Media and Technology Specialist

General Information

Department:	Instructional
Unit:	Teachers
Immediate Supervisor:	Building Principal
Grade Placement:	19
FLSA Status:	Exempt

Position Summary

The Media and Technology Specialist is responsible for developing, integrating and teaching information and research literacy curriculum. Duties including instructing students and staff in the use of the media center and its resources; integrating media and technology skills into the curriculum; develop and administer the media center collections of print and non-print materials; developing and maintaining the library systems and procedures; and promoting and supporting the use of educational technology to increase student achievement.

Essential Duties and Responsibilities

1.	Designs lessons plans for students in accordance with literacy and technology skills in the MN Academic Standards.
2.	Provides for and instructs students in media and technology skills.
3.	Assists and instructs students and staff in reading guidance, materials selection and the use of media equipment.
4.	Evaluates, selects and orders materials and equipment for the media center.
5.	Assists in the maintenance of the online public access catalog for circulation and processing of media materials.
6.	Collaborates with teachers and other employees to identify and design appropriate information resources and learning strategies for students.
7.	Supports teachers with effective technology integration in their classrooms through modeling, co-teaching, mentoring, and coaching strategies.
8.	Designs and facilitates professional development and/or informational resources for employees related to instructional technology topics.
9.	Assists in the administration of the media center budget.

10.	Participates in the planning and development of changes in building facilities and in the opening and closing of the media center.
11.	Assists in assessment training and testing, as needed.
12.	Troubleshoots technology issues in the media center and building. Collaborates and works with technology staff members regarding more technical and advanced technology issues and/or problems.
13.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: 4 years of college

Degree Information: Bachelor’s Degree

Major Field of Study or Degree Emphasis: Library science or related field

Required Work Experience: None

Licenses / Certifications Required:

- Valid driver’s license in Minnesota
- Licensed as a library/media specialist or generalist in Minnesota

Essential Knowledge Required to Perform the Essential Functions of the Position

- Principles, practices and trends in media center management
- Research tools including print and Internet
- Library management systems and applications.
- Operation of personal computers, digital and media equipment and their uses to enhance literacy program.
- Elementary and secondary curriculum and instructional/technology curriculum.
- Education and business related software.
- Teaching principles, practices, techniques and approaches in the area of media literacy.
- District procedures and policies related to instruction and classroom management and administration rules governing (procurement and purchased services).
- Current popular and classical literature.

Essential Skills Required to Perform the Work

- Planning and teaching students consistent with approved curriculum in the areas of instructional technology and library/informational science.
- Developing media service procedures and media systems.
- Presenting complex materials and concepts in an understandable and grade appropriate manner concerning library/media skills curriculum, information and technology.
- Organizing, evaluating, developing, acquiring and maintaining media center print and non-print collections, information and technology hardware, software and digital equipment.
- Operating and maintaining library management system and media center records.
- Delegating and monitoring the activities of media center personnel and students.
- Applying and interpreting district policies and procedures pertaining to discipline and student management.
- Establishing and implementing media center procedures and policies.
- Communication, interpersonal skills as applied to interaction with staff, students, and the general public.
- Preparing and making presentations to groups and individuals.
- Organization of media center equipment, resources, catalogs, and student information.
- Basic math skills needed to maintain a budget.
- Using Internet as a research tool and informational/technology resources.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl			X	
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are performed in a typical school setting. Work involves minimal exposure to hazards and/or risks associated with the performance of the job. There may be occasional disagreeable human interactions when dealing with students.

Classification History and Approval

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