



## JOB DESCRIPTION

<b>Job Title</b>	Media and Technology Integration Specialist – Secondary
<b>Department</b>	Teaching & Learning
<b>Reports To</b>	Building Principal
<b>Classification</b>	Certified
<b>Location</b>	Secondary
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	199 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Media and Technology Integration Specialist supports District efforts to integrate the Wisconsin Instructional Technology Literacy Standards (ITLS) into the teaching and learning process. This position plans, organizes, and directs the building library media and information technology program based on the curriculum in coordination with the Library Media Coordinator, the Director of Technology, and under the direction of the Principal.

## Essential Job Functions

- Participates in developing a vision for the integration of information and technology literacy.
- Serves as the catalyst for the integration of technology into all curricular areas.
- Supports and collaborates with teaching staff to integrate technology into instruction.
- Promotes intellectual freedom and equity of access.
- Promotes ethical, responsible digital citizenship and use of intellectual property.
- Assists in evaluating and promoting awareness of technologies.
- Participates on District school information and technology teams/committees.
- Plans collaboratively with teachers to promote literacy, digital citizenship, and inquiry-based learning experiences that incorporate multiple literacies.
- Provides copyright instruction to staff.
- Collaborates with teachers to develop and implement authentic lessons, integrating Wisconsin ITLS into their curriculum.
- Assists teachers in mapping ITLS assessments for students based on local grade-level benchmarks and curriculum.
- Participates in curriculum development to integrate technology into all content areas.
- Assists in meeting the needs of diverse learners in collaboration with classroom teachers and specialists.
- Promotes and models the effective use of instructional resources in teaching.

- Promotes a lifelong love of reading, learning and an appreciation of literature and other creative expressions of information.
- Supports classroom reading instruction and reading for academic and personal success.
- Helps students become critical evaluators and constructors of ideas and information.
- Serves as a resource consultant and assists teachers in planning lessons.
- Promotes resource sharing within the district and beyond the district.
- Creates, supports, and maintains a library media web page, and serves as a substitute for the building secretary in maintaining the building web page.
- Participates in building information and technology budget decisions.
- Collaborates with Technology in the management of student and staff devices.
- Participates in the planning and design of library media center.
- Promotes, models, and assists teachers with the integration of ITLS competencies into classroom instruction.
- Offers collegial, ongoing, and job embedded professional development to teaching staff that reflects the Common Core State Standards (CCSS), ITLS, and International Society for Technology in Education (ISTE) Standards for Educators.
- Collaborate with the Equitable Multi-level System of Support (EMLSS) team's goals of promoting equity and diversity in the ECASD through our instruction and our collection development practices.
- Assists staff in effective use of learning management systems.
- Assists staff in explaining instructional technology and learning management systems to families.
- Assists in providing professional development in the integration of District or School-based Resources into instruction.
- Assists administration in leading the school technology staff development committee.
- Serve as an information resource for staff on district resources and tools.
- Identifies, selects, orders, receives, processes, and organizes resources that support the curriculum.
- Provides flexible and equitable access to information resources and learning tools.
- Manages the circulation/distribution of information resources and instructional technology.
- With assistance from the Library Media Coordinator and Technology Service Supervisor: trains, schedules, supervises and assists in evaluating Media Center student helpers and student-based Technology Help Desk.
- Establishes policies and procedures for effective use of resources and library media support staff.
- Assists in managing the building library media budget.
- Manages acquisitions, processing, organization, distribution, and inventory of library resources.
- Provides an attractive, comfortable, technologically rich learning environment.
- Inventories library media center resources annually.

<b>Ancillary Job Functions</b>
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- Stays abreast of latest developments in educational strategies, technology integration, and literary trends.

- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin Library Media Certification.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Successful secondary teaching experience.
- School library media experience.
- Background in instructional technology and curriculum development.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong knowledge of technology and education trends.
- Ability to work well with students, teachers, parents, and administrators in planning and leading the library media and information technology program.
- Strong attention to detail.
- Ability to multitask and prioritize effectively.
- Flexibility and patience.
- Leadership skills.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office conditions and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to talk, hear, grasp, push, reach, stoop/kneel/crouch, and climb/balance.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors in order to create spine and shelf labels.
- May occasionally be required to lift or push up to 40 pounds.