



JOB DESCRIPTION

Job Title	Media and Technology Integration Specialist – Early Learning
Department	Teaching & Learning
Reports To	Building Principal
Classification	Certified
Location	Prairie Ridge
Salary	On Schedule
Length of Contract	194 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 coordinates the use of the building library media center; plans, organizes, and conducts the building library media and information technology program based on the curriculum in coordination with the Library Media Coordinator, Director of Technology, and under the direction of the principal. This position also oversees collections and inventories of ECASD materials at EC4T Community Sites.

Essential Job Functions

- Participates in developing a vision for early literacy through the Planned Language Approach (PLA) and the Wisconsin Model Early Learning Standards.
- Supports and collaborates with teaching staff to build foundational literacy skills and integrating technology and instruction.
- Promotes intellectual freedom and equity of access.
- Evaluates and promotes awareness of District approved technologies.
- Participates in District library media and information technology program evaluations.
- Participates on District and school information and technology teams/committees.
- Serves as the liaison between the school and the Department of Technology.
- 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 the Planned Language Approach into their curriculum.
- Assists in meeting the needs of diverse learners in collaboration with classroom teachers and specialists.
- 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.

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- Serves as a resource consultant and assist 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.
- Troubleshoots operational problems, maintain necessary supplies, and refers problems to the Technology Help Desk and technicians.
- Participates in the planning and design of library media center.
- Offers collegial, ongoing, and job embedded professional development to teaching staff that reflects the Common Core State Standards (CCSS), Information Technology Literacy Standards (ITLS), and International Society for Technology in Education (ISTE) Standards for Educators.
- Assists in providing professional development in the integration of learning tools District Resources.
- Collaborates 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 Administration in leading the school technology staff development committees.
- Serves as an information resource for staff on District resources.
- Manages the circulation/distribution of information resources and equipment.
- Trains, schedules, supervises, and assists in evaluating library media support staff.
- 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, organizing, distribution, and inventory of library resources and works with Media Services and classroom teachers in the management of curriculum materials and classroom collections.
- Provides an attractive, comfortable, technologically rich learning environment.
- Inventories library media center resources annually.
- Under the direction of the Director of Early Learning, orders and catalogs materials for Prairie Ridge and EC4T community Sites.
- Supervises ECASD materials inventory at Outreach locations and at Prairie Ridge.

Ancillary Job Functions

- 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 Specialist Certification

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

- Successful PreK and/or elementary 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.
- Ability to engage young children.
- Strong attention to detail and organizational skills.
- Ability to multitask and prioritize effectively.
- 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.