

Eastford School District
Job Description and Performance Description

Position Title:	Media Technology Integration Specialist
Reports to:	School Principal
Desired Qualifications:	State teacher certification with Library Media endorsement. Additional degrees/credits/certificates in Library Science, Technology, Technology Literacy, Technology Education (Google Educator Certification, ISTE training, etc.) a plus.
General Description:	The Media Technology Integration Specialist will lead, teach and support students and staff through the promotion and integration of 21 st Century skills throughout the curriculum, at all grade levels and subject areas. Their role is to support innovative classroom instructional practices through the maintenance, distribution and implementation of both print and digital media, educational technology skills and quality learning practices for staff and students.

Professional Knowledge, Skills and Abilities

1. Demonstrate proficiency in the skills of maintaining and supervising the Library/Media environment and all district technology devices utilized by students and staff.
2. Demonstrate knowledge of the procedures necessary for maintaining an active inventory of all materials and equipment in the Media Center and those relating to student and staff technology devices.
3. Demonstrate the ability to maintain the computer catalog, based on the Dewey Decimal System, and reflect all of the holdings in the Library Media Center.
4. Demonstrate the ability to utilize, access, troubleshoot and maintain the various software, hardware, platforms and programs on all devices provided to students and staff by the district.
5. Possess a familiarity with up-to-date computer software and methods for integrating technology into the curriculum such as online resources, Google apps for education, digital portfolios, content creation, video creation, and applications to support summative and formative assessments.
6. Ability to utilize, teach and integrate national and state technology standards at all grade levels and in all subject areas.
7. Experience with Student Information Systems, Grade book applications, Excel and data analysis programs.
8. Google Level 1 and Level 2 Certification.

9. Demonstrated capacity to work independently and to work well with others, including adult learners and students at all grade levels.
10. Ability to collaborate with and provide support to District Technology consultant and assist with routine and as needed tasks such as imaging school computers and monitoring attempted access to inappropriate Internet sites.

Essential Duties and Responsibilities (Curriculum, Instruction, and Assessment)

1. Design and facilitate inquiry-based learning experiences and assessments that incorporate multiple literacies and foster innovative thinking.
2. Plan and develop PreK-8 library technology integration programs that align with current standards and serve the learners and staff within the school.
3. Partner with staff to design, model and implement evidence-based curricula and assessments that integrate elements of deeper learning, critical thinking, creativity and innovation.
4. Partner with staff to integrate evidence-based curricula and the arts, information literacy, digital citizenship, and the active use of technology by students and staff.
5. Provide dynamic and equitable programming designed to engage students in personalized learning experiences and innovation.
6. Support staff and students in the development and utilization of innovative technology skills to support 21st Century learning.

Instructional Technology, Digital Resources and Library Management

1. In accordance with district policy and regulation, select, evaluate, purchase and maintain a diverse collection of print and digital resources appropriate to the curriculum, the learners and the teaching styles and instructional strategies used within the school community.
2. Inform the development of policy and collaboratively design and manage library procedures and regulations.
3. Support the management of library media support staff.
4. Support in the selection, integration, organization and sharing of digital resources and tools that support personalized teaching and learning, and develop the digital curation skills of others.
5. Support the promotion of and compliance with student data privacy through instruction and role as an educational leader.
6. Develop procedures, protocols, and staff and student development for the use and maintenance of district systems, platforms, websites and devices.
7. Participate in local RESC Technology Council meetings and other relevant professional development relating to district library media and technology.