

PUTNAM COUNTY SCHOOLS

# Job Description

Number: Title: School Media and Instructional Technology Specialist

Nature of Position  
The media and instructional technology specialist collaborates with the staff to organize and facilitate the effective utilization of information and instructional technology within the school setting to ensure that students and staff are effective users of ideas and information.

Reports to Title: School Principal

Education  
Required Master's Degree  
Preferred Specialist Degree

Experience, Skill, and Certification  
Required  
• 3 to 5 Years Classroom Experience  
• Knowledge of children's and/or young adult literature  
• Knowledge of district curricula  
• Knowledge, skills and ability to use technology for instruction  
• Knowledge of processes for selection and acquisition of materials  
• Knowledge of current library technology and electronic retrieval  
• Ability to supervise and work effectively with students and teachers  
• Ability to establish and maintain friendly, cooperative and effective working relationships with all persons contacted in the course of work

- Duties and Responsibilities
1. Incorporate principles of the district technology plan into the development of the school technology plan.
  2. Develop and coordinate implementation of the school media and technology plans.
  3. Provide for on-going evaluation of the school media and technology plans and make modifications as needed.
  4. Collaboratively plan instruction and develop the library media program using state and district curricula and standards, instructional calendars, effective strategies, resources, and data to support teachers and address the differentiated needs of all students.
  5. Develop a culture of reading and promote reading as a foundational skill for learning, personal growth, and enjoyment.
  6. Plan and provide instruction that addresses multiple literacies, including information literacy, media literacy, and technology literacy.
  7. Foster the success of all students by serving on decision-making teams in the school, designing and delivering professional learning, and contributing to a shared vision of teaching and learning that leads to school improvement.
  8. Teach and model developmentally appropriate best practices for learning and research.

	<p>9. Develop and implement a strategic plan and vision for continuous improvement of the library media program and to support the learning goals of the school community.</p> <p>10. Provide a well-managed, safe, and welcoming environment that supports personalized learning, includes flexible and equitable access to physical and digital resources, ensures a well-rounded education, and encourages respect for all.</p> <p>11. Support the curriculum through selection and management of resources that meet the needs and interests of patrons.</p> <p>12. Foster the success of students by demonstrating professional standards and ethics, engaging in continuous professional learning, and contributing to the profession.</p> <p>13. Foster the success of all students by communicating and collaborating effectively with stakeholders in ways that enhance student learning and engagement.</p>	
Terms of Employment	The work calendar will be determined by the Board of Education approved calendar schedule for teachers.	
Approvals	Principal	
	Superintendent	