

Job Title: Instructional Media and Technology Specialist **Exemption Status/Test:** Exempt/Professional
Reports to: Principal **Date Revised:**
Dept./School: Assigned Campus(es)

Primary Purpose:

To ensure students, teachers, administrators, and staff are effective users of media resources and technology tools by creating an information rich environment conducive to the 21st Century and building capacity of technology and media integration in a blended learning environment.

Qualifications:

Education/Certification:

Bachelor's degree in job related area
Master's degree from accredited college or university (preferred)
Valid Texas technology education certificate or endorsement (preferred)
Valid Texas school librarian certificate or endorsement (preferred)
Valid and up to date technology certifications such as Google, (preferred)

Special Knowledge/Skills:

Knowledge of research, information technology, and instructional coaching skills
Ability to instruct and manage student behavior
Strong organizational, communication, and interpersonal skills
Exhibit customer oriented outlook

Experience:

Three years experience in classroom
Demonstrated effective design and delivery of professional development
Demonstrated technology expertise with students and teachers to improve teaching and learning

Major Responsibilities and Duties:

Instruction

1. Serve as teacher, materials expert, and curriculum adviser to ensure that library/media center is involved in instructional programs of the school for research and information resources.
2. Design and provide demonstration lessons in the use of instructional technology and strategies to support all students in a blended learning environment.
3. Designs and implements high quality technology professional development opportunities throughout the school year for teachers and staff to use technology in an effective manner within a blended learning environment.

4. Develops instructional technology solutions and related training materials for the purpose of providing staff and students with tools needed to utilize emerging instructional technology to enhance student learning.
5. Assist teachers through peer coaching, classroom observations, peer feedback on effective instructional technology teaching strategies, lesson design, and 21st century learning skills.
6. Provides direct support to teachers and students in the utilization of technology tools and resources to support high quality blended learning in the classroom.
7. Keeps abreast of emerging technologies, research strategies, and instructional best practices and integrates knowledge into professional development and support.
8. Plans and implement an effective school media program that meets identified needs and create a media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
9. Use appropriate and effective techniques to encourage community and parent involvement.
10. Develop and coordinate a continuing evaluation of the technology/media program and make changes based on the findings.

Student Management

11. Provide students the capacity to build both research, information literacy and technological skills conducive to the 21st century skills.
12. Adapt materials and teaching strategies to the interests, needs, and abilities of the learner.
13. Carry out student discipline in accordance with board policies and administrative regulations.

Administration

14. Prepares documents, instructions, and user guides for technology and media related functions.
15. Make recommendations for acquisitions and manage the the processing, organizing, distribution, maintenance, and inventory of technology/media resources.
16. Compile, budget and cost estimates based on documented program needs.
17. Compile, maintain, and file all reports, records, and other documents required.
18. Comply with federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.



Professionalism and Leadership

19. Demonstrates effective intrapersonal skills with students and staff.
20. Communicates effectively, both orally and in writing.
21. Manages multiple tasks and is able to analyze issues and develop appropriate solutions.
22. Pursues opportunities for professional growth and forms professional learning networks to further knowledge and skills.
23. Maintains ethical behavior and effective communication with internal and external stakeholders.
24. Performs all tasks and assumes such responsibilities as related to the position and as assigned.

Supervisory Responsibilities:

Direct the work of clerical aide(s), student aides, and volunteers.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard library equipment including imaging equipment; standard instruction equipment

Posture: Regular sitting, standing, kneeling, squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; regular overhead reaching; climbing ladders

Lifting: Frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15–44 pounds)

Environment: Work inside; work alone; exposure to biological and chemical hazards such as mold and dust

Mental Demands: Work with frequent interruption; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by

Date

Received by

Date

