



**JOB TITLE:** Media Technology Integration Specialist, Teacher

**CLASSIFICATIONS:** Exempt/Certified

**IMMEDIATE SUPERVISOR:** Kathy Bridges

**Qualifications:** **Bachelor's Degree** and experience in a media center environment. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This person will also be responsible for teaching three Middle School Technology classes.

**Job Description:** It is the basic objective of Media Integration Specialist to provide accessible tools for students and staff to direct, enhance, and support the learning process. Knowledge of curricular areas is essential in order to serve the interdisciplinary needs of the learning community. It is the goal of the Media Integration Specialist to work in a flexible environment, collaborating with staff, teaching skills to students and staff, and maintaining the holdings of the Media center.

**Physical Requirements:**

Lifting and moving individual books and boxes of books; Moving equipment, such as TV/VCR combos on rolling carts; Frequent standing and sitting

## QUALIFICATIONS

### A. Skills, Knowledge and Abilities

1. Ability to model Christian behavior at all times

2. Minister to students compassionately and sincerely so they may continue to grow in their faith.

Accept the work at Mount Paran Christian School as a personal calling and identify themselves as ministers of the gospel of Jesus Christ.

3. Ability to demonstrate effective interpersonal relationships with students, staff, and parents
4. Ability to organize, catalogue, display, distribute and produce instructional materials
5. Ability to select and provide access to a wide variety of materials which meet the needs of various learning situations
6. Knowledge and ability to teach information and technology literacy needed for independent learning
7. Ability to provide an environment conducive to quick accessibility, good study habits, and development of proficient media users
8. Ability to be flexible in order to accommodate teachers, students, parents/guardians, and community members
9. Knowledge and ability to work with technology and assist integration in the classroom

#### B. Education

1. Minimum B.S. or B.A. in Elementary/Secondary Education including library science/media hours to meet State Certification standards
2. Additional graduate work in related area is highly desired

#### C. Certification

1. A valid State of Georgia certification in Elementary or Secondary Education and appropriate media endorsement

#### D. Experience

1. Experience in elementary or secondary education and demonstrated knowledge of technology use and integration

## II. RELATIONSHIP TO OTHERS

#### A. Job Boundaries

1. Building (s) to which assigned.

#### B. Personal Contacts

1. Professional and educational support staff assigned to buildings
2. All students, parents, and citizen groups affiliated with assigned building activities

3. Principals, Academic Dean, Curriculum Specialist, Counselors

4. Representatives from book publishing vendors

### III. SUPERVISION OF OTHERS

Supervises and trains student volunteers

Supervises and trains adult volunteers

### IV. RESPONSIBILITIES

#### A. Use of Information and ideas

1. Informs students and staff of available technology/media and assists with its integration in the classroom

2. Assembles collections of media that support the curriculum

3. Is aware of cultural diversity/gender fair criteria in the selection and recommendation of materials

4. Promotes ethical and efficient information seeking behaviors

a. Models a variety of effective research techniques for a variety of formats for diverse purposes

b. Models and practices legal and ethical practices

5. Any other duties requested by supervisor

#### B. Teaching and learning

1. Is familiar with curriculum content and instructional practices within the building

2. Collaborates with and coaches teachers to provide instructional strategies and resources in teaching information and technology literacy skills

3. Promotes the development of good reading habits

4. Participates voluntarily in relevant growth activities

5. Is knowledgeable about current trends in education

6. Attends appropriate staff and department meetings

#### C. Program administration

1. Provides media

a. Uses current, recommended selection aids including multicultural/gender fair criteria

- b. Solicits input from teachers and students concerning media needs
  - c. Selects and maintains media that will compliment and supplement curriculum
  - d. Selects materials for a variety of student/staff interests, learning styles and reading levels
  - e. Assists in the development and administration of building media budget
  - f. Eliminates outdated, inappropriate and unsuitable materials
2. Maintains an accurate and current inventory of media materials and equipment, and submits reports in a timely manner
3. Prepares materials for circulation
- a. Catalogs, classifies and organizes media according to accepted standards and ready accessibility
  - b. Supervises the processing of materials and circulation of media
  - c. Arranges for the inspection, maintenance, replacement, and repair of media
4. Supervises, coordinates, and trains media center student helpers and volunteers
5. Works with technology and its integration
- a. Determines technology in-service needs
  - b. Assists staff to ensure technology is utilized to the fullest extent possible through meaningful integration into the adopted curriculum

## V. PHYSICAL REQUIREMENTS

A. Ability to lift and move media (within limits). Lifting equipment, boxes and other packages not exceeding 50 pounds for males / 25 pounds for females (boxes heavier than 50 pounds should be lifted while wearing a back brace); excellent cognitive and hearing abilities

B. Ability to drive car or to provide own transportation

## VI. COMMENTS

Implementation and integration of a quality media curriculum requires the media specialist to exhibit flexibility in collaborating with staff as well as skill in handling the multiple roles and responsibilities associated with a Media Center