

CLOSING
DATE: July 8, 2019

TEACHER SPECIALIST – ED. MEDIA & TECHNOLOGY
EDUCATIONAL SERVICES - Year to Year

VN #38

NOTICE OF VACANCY

Personnel Office--Pomona Unified School District--800 South Garey Avenue--P.O. Box 2900--Pomona, CA 91769
(909) 397-4800, extension 23800
Jobline: (909) 397-4800, extension 23180

Applicants who are qualifiable are invited to submit applications for consideration and review
AN EQUAL OPPORTUNITY EMPLOYER FOR ALL MEN AND WOMEN

June 24, 2019

POSITION TITLE: TEACHER SPECIALIST – ED. MEDIA & TECHNOLOGY
EDUCATIONAL SERVICES – Year to Year

CONTINGENT UPON AVAILABILITY OF FUNDS

RESPONSIBLE TO: Building Principal

DEFINITION: The Teacher Specialist, Educational Media and Technology (6-12), implements the District program of library/media services by serving as a resource to students, teachers, administrators, parents, and the community in the effective use of learning resources in our school libraries to accomplish the following goals:

- Ensure students and staff are effective users of ideas and information.
- Empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.
- Assist in creating and implementing the transition to 21st Century libraries.
- Collaborate with classroom teachers and specialists to design and implement common core lessons and units of instruction.
- Provide the leadership and expertise necessary to ensure that the school library program (SLP) is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning/instructional program.

SCHEDULED TO
BEGIN:

2019-20 School Year

POSITION
RESPONSIBILITIES:

1. As a leader, the Teacher Specialist – Educational Media and Technology creates an environment where collaboration and creative problem solving thrive. The Teacher Specialist is an excellent communicator, who instills enthusiasm in others by making them feel that they are important members of a team. Strong leaders foster an environment of creativity, innovation, and openness to new ideas, welcoming and encouraging input from others to create consensus. They anticipate future obstacles, and continually retool to meet challenges.

POSITION**RESPONSIBILITIES (Continued):**

2. As an instructional partner, the Teacher Specialist – Educational Media and Technology works with teachers and other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources. The Teacher Specialist-Education Media and Technology demonstrates his or her role as an essential and equal partner in the instructional process.
3. As a program administrator, the Teacher Specialist – Educational Media and Technology plans, organizes, manages, and promotes the secondary library program, resources, equipment, and facilities, according to established policies, procedures, and guidelines.
4. As an instructional leader, the Teacher Specialist – Educational Media and Technology applies basic principles to evaluating, selecting, and utilizing resources to support district instruction goals.
5. Serves as a liaison between the school site and the Department of Educational Services, in matters related to instructional resources.
6. Serves as liaison between the school library and the Pomona Public Library.

QUALIFICATIONS:**Minimum:**

1. Possession of a California Teaching Librarian Services Credential, or enrolled in a program leading to the appropriate credential in Librarianship.
2. Must possess CLAD/BCLAD certification (Cross-cultural Language Academic Development), SB1969, or English Learner authorization.
3. Previous technology and/or library experience in an educational setting.
4. Knowledge of the secondary curriculum, teaching strategies and learning modalities affecting the utilization, selection and evaluation of learning resources.
5. Ability to use online searching within the instructional program.
6. Specialized knowledge of accepted practices for Library Media Center program implementation, including knowledge of collection development, technical processes, and resource-based instruction.
7. Ability to work effectively in a multiethnic setting.

Desirable:

1. Knowledge of Spanish, Cantonese, or Vietnamese.

GENERAL**CHARACTERISTICS:****Work Year
and Salary:**

12-month position (220 working days) – Year to Year.

Appropriate placement on the Special Projects Salary Schedule for Specified Unit Members, (beginning annual salary of (\$94,094 - \$121,800), depending on education and experience.

APPLICATION PROCEDURE:

It is the responsibility of the applicant to fully review both this job description AND the associated EdJoin online posting for pertinent information.

Communication regarding your application and/or status will be sent to the Email address listed on your application. Applicants should be diligent in checking their Email and spam mail throughout the process.

Interested **DISTRICT EMPLOYEES** must submit a transfer request form and a current resume to the Human Resources Office. If you have submitted a transfer request form in the past for a similar position, you **MUST** submit a **NEW** transfer request form and resume to be considered for this position.

OUTSIDE APPLICANTS must submit a **FULLY COMPLETED** online EDJOIN application and attach the following documents. These documents are **REQUIRED** and must be attached to your online EDJOIN application. Hand delivered, faxed, or emailed documents **WILL NOT** be accepted. An incomplete application, or omitting one or more of these attachments may result in your application being removed from consideration:

- Current Resume
- Proof of Appropriate & Valid California Teaching Librarian Services Credential (printout from the CTC's website w/ authorization description)
- Basic Skills Requirement (CBEST) Verification of Passing
- Unofficial transcripts W/ BACHELOR DEGREE posted; do not substitute with another degree; you may attach additional transcripts
- Verification of passing CSET, RICA, SSAT, and/or MSAT (if applicable)
- Three (3) letters of recommendation SIGNED AND DATED within the past three (3) years, (with one of these letters being from a recent, immediate supervisor); typed signatures will not be accepted, SIGNATURES MUST BE HANDWRITTEN

LAST DATE TO APPLY:

July 8, 2019 @ 4:30 P.M.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice. **Employment is contingent upon fingerprint clearance from the Department of Justice. Fingerprints will be taken at the time the position is accepted. There is a fee of \$57.00 for fingerprinting. Payment is due at the time of service in the form of a money order, cashier's check or cash – PERSONAL CHECKS NOT ACCEPTED. Current employees of the Pomona Unified School District have already received fingerprint clearance; therefore, it is not necessary to clear again for a new position.**

Non-Discrimination Policy

The Pomona Unified School District does not discriminate based on actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity.

If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the school site principal and/or Assistant Superintendent, Human Resources (CCR Title 5 and Title IX Officer), Darren Knowles, at 909-397-4800, ext. 23800 or darren.knowles@pusd.org. A copy of PUSD's Uniform Complaint Policy and PUSD's Non-Discrimination Policy are available upon request.

Mandated Reporter

Selected candidate must have a Mandated Reporter Training Certificate of Completion, which can be obtained on www.mandatedreporterca.com.