

**Edina Public Schools
Job Description**

Digital and Media Specialist

Reports to: Director of Media and Technology and Building Principal

Purpose: The Media Specialist provides leadership and expertise to develop, implement, and maintain an information media program by working collaboratively with other employees to support student's technology and information literacy skills.

Essential Duties and Responsibilities:

Instructional Leadership

- Supports teachers in designing lesson plans, preparing instruction, delivering instruction and evaluative materials to maximize the learning of all students.
 - Collaborates with other employees in the design, delivery, and implementation of learning opportunities that align technology standards and state standards and content curriculum.
 - Reviews district standards and approved curriculum to assist employees in the selection and delivery of media for student achievement.
- Models learning through engaging in professional growth opportunities and employee collaboration.
 - Provides leadership to other employees in the use of technologies, strategies, and resources.
 - In conjunction with building leadership, lead building technology committee meetings
- Work with building administration to align goals and plan staff support for school improvement plans.
- Coordinates building Makerspace resources and activities

Student Instruction

- Leads teaching of integration and training of digital citizenship, online safety and ethical/efficient use of technology.
- Maintains a safe, inspiring, and welcoming learning environment for all students.
 - Organizes setting to encourage learning.
 - Identifies and capitalizes on student interests and experiences.
 - Creates an environment of respect and rapport.
- Provides guidance to students in connecting experiences with everyday life.
- Leads the instruction of standards related to media literacy.
- Promotes voluntary free reading and independent research.

Media Operations

- Utilizes district-supported systems to develop and maintain a collection of print media, non-print media, and technology for employees and students.
- Assists in monitoring media and technology needs, usage and trends and assists in the budgetary decision process.
 - Assists with the selection of developmentally appropriate media and technology resources.

- Communicates information about digital and media learning to all stakeholders.
- Participates in workshops, and training programs, to further advance district's mission and vision.
- Creates, monitors, and maintains accurate records and other documents.
- Creates a welcome and productive media center that encourages its use.

Leadership/Supervision:

- Manages day-to-day activities of the staff and volunteers in the media and technology facilities.
- Recommends criteria for the selection of support staff.
- Interprets district administrative regulations and directives to support staff.
- Conducts in-service or on the job training for support staff.
- Develops procedures for and supervises support staff.
- Other duties as assigned.

License / Education Requirement:

- Education consistent to fulfill Minnesota teacher licensure requirements.
- Current Minnesota media specialist license is required for the position.
- Knowledge of relevant frameworks (e.g. AASL 21st-Century Learner, ISTE NETS, AASL).
- Displays enjoyment and enthusiasm for teaching.
- Intermediate technology skills, with extensive knowledge of technology, websites and applications that support the integration of learning.
- Ability to utilize technology in learning opportunities.
- Excellent organization and time management skills.
- Abilities to:
 - Effectively communicate and collaborate with students, employees, community members.
 - Motivate students and resolve interpersonal conflict.
 - Perceive students' needs and develop relationships.
 - Anticipate and diffuse problems and disruptive situations.
 - React calmly and decisively in emergency situations.
 - Work with conflict and in stressful situations.
 - Research and gather information from a variety of sources.
 - Follow laws and district policies.
- Strong interpersonal skills and communication skills.

Additional Information:

- Must be willing and able to work in the following conditions: busy noisy with constant interruptions.
- Ability to perform the following actions occasionally: sitting, using hands dexterously, talking, hearing, lifting and carrying up to 25 pounds, reaching, stooping, walking, standing, bending, and crouching.