

Job Title: Innovative Learning Specialist
Reports to: Dept of Teaching and Learning / Campus Principal
Dept./School: Assigned Campus
Wage/Hour Status: Exempt
Pay Grade: **Administrative-Professional** PG4 (195 Days)

Date Revised: June 2025

Primary Purpose:

Target information literacy strategies to improve the engagement of all learners and support teachers in implementation of technology and information literacy. Supervise and manage the school library/media center.

Qualifications:**Education/Certification:**

- Valid Texas Teaching Certificate
- Bachelor's degree from accredited university in education or similar field
- Master's degree from accredited university in instructional technology, library science, curriculum or similar field preferred

Special Knowledge / Skills:

- Collaborates with staff to develop and implement instructional activities that integrate information literacy skills, technology and learning resources in all curriculum areas.
- Provides leadership in the assessment, evaluation and use of information literacy resources and instructional technologies.
- Maintenance of library check out system, textbook system and technology equipment system.
- Manages information resources and technologies to provide equitable access.
- Maintenance of campus and library web pages.
- Provides formal and informal instruction in information literacy skills including: the use of instructional technology in locating, evaluating, and using information; ethical and legal guidelines related to gathering and using information; safety and social responsibilities related to the use of social networking tools.
- Provides instruction and leadership in Digital Citizenship.
- Provides information literacy and technology related instruction that supports content area TEKS.
- Provides formal and informal instruction in the understanding and appreciation of literature.
- Promotes a lifelong love of reading through literacy based instruction and reading incentive programs.
- Provides instruction that supports and extends classroom learning.
- Performs other related duties as required.

Experience:

Three years teaching experience.

Major Responsibilities and Duties:

1. Provides opportunities for students, staff, and parents to participate actively and successfully in information literacy activities and instructional technology.
2. Promotes an atmosphere which is conducive to learning through motivational activities, video, exhibits/displays, and online communication tools.
3. Instructs and assesses students in digital citizenship and digital leadership.
4. Maintains a supportive and engaging learning environment and promotes physical and virtual use of information resources by students, staff and parents.
5. Provides assistance for staff members on the integration of information resources and instructional technology into the instructional program.
6. Develops and implements policies, procedures and service patterns that provide maximum access to both campus based information resources and virtual information resources.

7. Provides a wide range and variety of learning resources that meet the specific goals and objectives of the instructional program and the changing needs and interests of students and staff.
8. Processes and arranges resources for optimum access according to standard practices.
9. Prepares reports and maintains program related records as required.
10. Demonstrates awareness of school/community needs and initiates activities to meet those identified needs.
11. Uses a variety of communication tools to inform the school and community of upcoming activities.
12. Models lifelong learning through self-initiated professional development activities; strives to stay abreast of new instructional technology and related information resources and strives to improve leadership skills.
13. Utilizes information and insights gained in professional development programs for self-improvement.
14. Disseminates ideas and information to other professionals; provides leadership in addressing the challenges facing the profession using technology.
15. Regular attendance; must be willing and able to report to work at the designated work site on a regular basis according to established work schedule.
16. Conducts oneself in a professional, ethical and responsible manner.
17. Other duties as assigned.

Communication:

18. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
19. Use effective communication skills to present verbal and written information accurately and clearly.
20. Participate in district functions.

Professional Growth and Development

21. Participate in staff development activities to improve job-related skills.
22. Comply with state, district, and school regulations and policies.
23. Attend and participate in faculty meetings and serve on staff committees as required.

Supervisory Responsibilities:

May direct the work of assigned instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Moderate lifting and carrying (up to 40 pounds); may lift and move text books and classroom equipment

Environment: Work inside; may work outside; regular exposure to noise

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

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.

Received by: _____

Date: _____