

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Soldotna, Alaska

NOTICE OF VACANCY

April 29, 2026

2026-27

Job Title: Elementary Media Specialist (.50 FTE)

Salary: DOE – Negotiations in Progress

Location: Mountain View Elementary School
Kenai, Alaska

of Days: 188

JOB QUALIFICATIONS: To apply, a candidate must have or be eligible to obtain a current Alaska Teacher Certificate issued by the Alaska Department of Education with an endorsement in Elementary Education or equivalent. Candidates must demonstrate a strong background and knowledge of research-based instructional early literacy practices (Science of Reading). Previous experience with library automation software (such as Alexandria) and school technology is preferred. Possess knowledge of the Alaska School Library Framework for Learners and the application of this framework in student instruction, and the Library Bill of Rights from the American Library Association. Competencies in the evaluation, selection, organization, and maintenance of print and non-print media, technology, and equipment are preferred. Have experience in teaching age-appropriate lessons in computer science principles, Google Suite tools (Docs, Slides, Classroom), and keyboarding/typing skills. Experienced at providing instruction in digital citizenship, internet safety, and responsible technology use. Must possess reflective, self-directed, flexible thinking skills and the ability to establish and maintain effective working relationships with school staff and students.

JOB DESCRIPTION: The Elementary Media Specialist serves as a teacher, instructional partner, and information specialist, managing the school's library collection while delivering a technology-focused curriculum that includes internet safety, Google Suite proficiency, and introductory computer science. This role provides instruction to Kindergarten through 5th-grade students in the library, with a focus on literacy, media literacy, and technology standards, and works closely with school staff to integrate library tools, media, and digital resources into the classroom curriculum. Responsibilities include managing the library collection through the selection, inventory, and weeding of materials to maintain a high-quality collection, as well as overseeing the daily circulation process for books and materials. The position leads instruction in the Google Suite to support student collaboration on academic projects, implements a structured typing program, and introduces students to computational thinking through block-based coding and foundational computer science concepts. The Elementary Media Specialist also develops and delivers a comprehensive digital citizenship curriculum addressing privacy, cyberbullying, and ethical online research practices, reports hardware and network issues to technical staff, and ensures library equipment remains functional. Additional responsibilities include organizing and supporting school-level literacy programs and maintaining clear, effective communication with the principal, teachers, students, and parents regarding library services and literacy goals.

CERTIFICATION REQUIREMENTS: Must have a current Alaska Teacher Certificate issued by the Alaska Department of Education with an endorsement in Elementary Education or equivalent on/or before the first contract day. Teachers instructing students in grades K-3 must have or be willing to obtain the Alaska Reads Act Reading Endorsement, as required by state regulations.

Language Skills: Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, parents, and the general public.

Mathematical Skills: Ability to work with and apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on National School Library Standards, district and school objectives, and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers, and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand and talk or hear, and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision, such as to read handwritten or typed material, and the ability to adjust focus.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

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