



TITLE:	Campus Media Specialist	STATUS:	Exempt
REPORTS TO:	Principal/Director of Digital Learning	TERMS:	199 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	AP5, Chapter 21 Contract

PRIMARY PURPOSE:

The primary purposes of the Media Specialist is to support the integration of technology, provide instructional support, and promote literacy in order to improve student achievement while collaborating with teachers, administrators, and staff. In order to meet this purpose, the Media Specialist will attend continuing professional development with the Digital Learning department and act as a liaison to support the district and campus vision.

QUALIFICATIONS:

Education/Certification:

Master's degree from an accredited college/university preferred at time of hire and required within specified time frame

Valid Texas librarian or learning resources specialist certificate or endorsement preferred

Valid Technology Applications certificate preferred at time of hiring and required within a year of employment

Special Knowledge/Skills:

Previous teacher leadership experience.

Effective communication, collaboration, and interpersonal skills for building an environment with a common instructional focus, promoting initiatives, and conveying expectations.

Ability to design and deliver quality professional development for administrators, teachers, and staff.

Outstanding presentation and facilitation skills.

Demonstrate ability to communicate in a professional manner both orally and in writing.

Demonstrate strength in organization, communication, communication skills and efficiency in meeting deadlines.

Demonstrate ability to function as a positive collaborative member of a team.

Demonstrate interest and engagement in professional learning and reflection.

Demonstrate expertise in effectively integrating technology into instructional best practices.

Possess knowledge of library media science and research skills.

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

Experience:

Minimum of 5 years successful classroom teaching experience.

OVERSEES:

This position oversees the library program, media center aide, technology paraprofessional, student aides and volunteers, where applicable. This individual will provide direction and interface with all campus personnel on all matters of digital learning. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:



While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. Frequent district-wide travel is also required. The employee must regularly lift and/or move up to 20 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision.

Essential Functions:

1. Support the philosophy and vision of New Caney ISD.
2. Assist in writing curriculum and assessments for the district learning management system.
3. Facilitate the instructional practice and professional development of teachers with a focus on improving student achievement.
4. Build and maintain positive relationships with teachers, administrators and staff.
5. Coach teachers on researched-based instructional practices that result in increased student achievement through effective communication and modeling.
6. React to change productively and manage tasks as assigned in a timely manner.
7. Provide individualized, classroom-based coaching for teachers to support them in implementing effective instructional practices.
8. Assist teachers in collecting, analyzing, and reporting data to inform future instruction resulting in student growth.

General Responsibilities:

1. Consult and collaborate directly with teachers and curriculum teams, and work with students for the purpose of modeling or demonstrating information and technology infused lessons.
2. Exhibit a strong foundation in pedagogy and teaching methodologies and be knowledgeable about the integration of technology into the curriculum and instructional program.
3. Actively participate in and contribute to campus leadership teams.
4. Design and implement teaching and learning activities, both individually and in collaboration with teachers and staff that reflect the best in current research and practice, including 1:1 programs, project based learning, learning management systems, and makerspaces.
5. Provide support for electronic textbooks, digital resources, and online assessments.
6. Serve as campus webmaster, social media coordinator, and assist with parent and campus communication.
7. Provide learning opportunities related to new technologies. Demonstrate the ability to function in the role of digital learning coach, teacher leader, and professional development specialist for the campus.
8. Research and develop methods of academic standards and curriculum with effective technology-infused teaching and learning strategies to improve student achievement.
9. Demonstrate the ability to manage funds and media/library resources within established district guidelines.
10. Exercise a leadership role in encouraging media utilization by students and staff.
11. Attend professional learning opportunities and utilize professional resources to stay current in the fields of technology integration & media services.
12. Model and promote the principles of intellectual freedom, access to information privacy and copyright. Guide and support students and staff to effectively evaluate and use information in digital and text formats.
13. Research, evaluate, and implement new instructional resources including software, websites and long-distance learning opportunities.



14. Apply new technology to the library media program and services including telecommunication systems and services, computer systems and services, administration of hardware and software systems (i.e. Canvas, E-Books library system, Eduphoria, Chromebooks, etc.) and faculty design for proper media use.
15. Provide basic digital learning troubleshooting support for staff.
16. Provide sustained, in-depth professional development for campus staff which focuses on the integration of technology and curriculum.
17. Oversee library assistant, technology paraprofessional aides, student aides and volunteers.
18. Use data to evaluate and guide decision making regarding the campus library program.
19. Advocate for literacy through the library program.
20. Establish and maintain efficient and effective routines for circulation and shelving of materials. Manage circulation/inventory of campus media & technology equipment. Arrange the media center in a way that is a catalyst for research and technology usage.
21. Performs other tasks and assumes such responsibilities as related to the position and as assigned by the supervisor.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date