



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Literacy/Technology Integration Specialist

Department:

Certified

Unit:**Immediate Supervisor:**

Building Principal

Grade Placement:**FLSA Status:****Job Summary:**

Under the direction of the Building Principal, the Media and Technology/Literacy Integration Specialist is responsible for overseeing and supervising the Annandale Elementary Media Center (Bendix Media Center). Responsibilities include the coordination of library activities, technology collaboration, staff tutorial sessions, supporting teachers with technology devices and the integration of technology into the Annandale Elementary School curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Designs library guidelines, procedures and lessons. Prepares and implements lessons, book themes, book requests and student supervision.
2. Designs technology guidelines, procedures, lessons and sessions. Prepares and implements lessons, sessions, teacher requests and device needs.
3. Coordinates and collaborates media center events including book fairs, I love to read month, arts and academics, tech nights, test preparations, etc.
4. Maintains hours of operation and scheduling for the Bendix Media Center including opening/closing, computer lab preparation, card catalog preparation, library and device scheduling.
5. Maintains and oversees Bendix Media Center inventory including book returns, shelving, ordering, repairing, discarding, updating, cleaning shelves, cleaning devices, and processing new books and equipment.
6. Leads AES Tech Team by coordinating meetings, setting agenda and conducting meetings. Reports meeting events to Building Principal.
7. Researches, presents and shares new technology practices and ideas with students and staff.
8. Performs other duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelor's degree in Education
- Successful completion of student teaching experience

License/Certification Requirements:

- MN State Teaching License

Knowledge required to perform the essential functions of the job:

- Knowledge of subject material, concepts and issues related to literacy and technology.
- Knowledge of current technology trends pertaining to learning and instruction.
- Knowledge of best practice teaching principles, techniques and approaches.
- Knowledge of child development theories and development stages and needs.
- Knowledge of specialized computer programming for Media Center (Destiny).
- General working knowledge of technology/technology products.
- Knowledge of Media resources.
- General knowledge of children's literature and reading interests of elementary school children.
- Knowledge of library organization.

WORK SKILLS AND CHARACTERISTICS**Skills required to perform the essential functions of the job:**

- Ability to interact and communicate effectively and appropriately with students and staff.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Planning and developing lesson plans consistent with approved program curriculum.
- Presenting materials and concepts in an understandable and developmentally appropriate manner.
- Skilled in the presentation of technology integration.
- Presentation skills; leading group activities.
- Ability to appropriately and effectively use technology.
- Ability to use Media Center equipment (scanner, copier, SMARTboard, laminator, etc.)
- Cataloging and circulation techniques.
- Organizational skills, ability to multitask.
- Ability to supervise large groups of students.
- Skilled in updating bulletin boards and book displays.

PHYSICAL REQUIREMENTS**Physical requirements associated with the position can be best summarized as follows:**

Light Work. Exerting up to 25 pounds of force occasionally and 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects.