



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2211 (Elementary)
2221

FLSA: Exempt
Instructional

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| LIBRARY MEDIA/TECHNOLOGY SPECIALIST |
| REPORTS TO: Principal Assistant Principal |
| SUPERVISES: Not Applicable |
| QUALIFICATIONS: Bachelor's degree from an accredited college or university, with Florida certification in Educational Media (Pre K-12); or an equivalent certification as defined by the Florida Department of Education. PREFERRED: Master's degree from a program accredited by the American Library Association, such as Library and Information Science. Successful experience as a classroom teacher. |
| MAJOR FUNCTION |
| To provide leadership and expertise to ensure the school library media/technology program is aligned with the mission, goals, and objectives of both the school and district and an integral component of the instructional program providing equitable access to diverse information formats. Instill a love of learning and empower students to be critical thinkers, enthusiastic readers, producers of digital content, savvy technology users, skillful researchers, and ethical users of information. |
| ESSENTIAL RESPONSIBILITIES |
| <ul style="list-style-type: none">• Supports and encourages school wide literacy initiatives to develop lifelong readers and learners.• Supports the opportunity for all stakeholders to experience value of reading for pleasure.• Instructs students and staff in the effective and ethical use of information technology both in and out of the classroom, including digital, visual, textual and technological literacy.• Provides instruction, practice and evaluation of information literacy skills outlined by the American Association of School Librarians in Standards for the 21st Century Learner.• Enhances student achievement through a systemically and collaboratively planned instructional program by supporting all facets of the curriculum.• Demonstrates technology as a tool to research, access, organize, evaluate and communicate information.• Provides flexible access to an inviting and stimulating environment for individual, small group and whole class use that share resources across the learning community.• Works with small groups of students to increase student engagement and enhance the instructional program through project based learning to include makerspace and collaboration areas.• Procures appropriate, accurate and current resources in all formats to meet the curriculum needs of the broad learning community.• Collaborates with classroom teachers and specialists to design and implement lessons and units of instruction integrating technology.• Ensures the school follows district protocols for the acquisition of school purchased software licenses or subscriptions and sharing of student data. |

LIBRARY MEDIA/TECHNOLOGY SPECIALIST

ESSENTIAL RESPONSIBILITIES (Continued)

- Maintains accurate and organized school records of technology assets including off campus devices.
- Stays current through professional development on all technology updates and upgrades for media center and school.
- Assists with technology changes where needed and works collaboratively with district technology to maintain school technology.
- Monitors and acknowledges school generated tech tickets; thoroughly documents any troubleshooting steps that have been taken to resolve the issues, advances problems that cannot be resolved using school based resources and closes tech tickets where appropriate.
- Uses technological processes and resources to enhance learning and serve as an infrastructure for administering a library media/technology program.
- Plans, promotes, executes, and evaluates the library media/technology program and services to ensure its quality by effectively managing staff, school technology inventories, budgets, and facilities.
- Assists with the planning, design and installation of future media center remodeling and school technology needs.
- Performs related duties as required.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 3/82; REVISED: 11/87; MQ'S AND FORMAT REVISED: 9/88 PBL; BOARD APPROVED: 9/28/88; REVISED: 7/92 D & R ONLY BMP; REVISED: 7/94 PBL; FORMAT REVISED: 9/04 LMCK; REVISED WC: 3/08/06 LMCK; REVISED MF, D & R, MQ'S, PREFERRED AND WC: 6/11 RAS; BOARD APPROVED: 7/26/11; REVISED 05/03/18 ER only LM

LIBRARY MEDIA/TECHNOLOGY SPECIALIST

| WORKING CONDITIONS & PHYSICAL EFFORT: | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds | | | | X | |
| 2. Lift objects weighing 21 to 50 pounds | | | X | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | | | | X | |
| 6. Carry objects weighing 21 to 50 pounds | | X | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | | X | |
| 11. Standing for more than two hours at a time | | | | X | |
| 12. Stooping and bending | | | | X | |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | | X |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | | | | X | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a keyboard to enter and transform words or data | | | | | X |
| 21. Using a video display terminal | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | X | | | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |

Library Media/Technology Specialist