

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 2211 (Elementary)  
2221

FLSA: Exempt  
Instructional

<b>LIBRARY MEDIA/TECHNOLOGY SPECIALIST</b>
<p><b>REPORTS TO:</b> Principal Assistant Principal</p>
<p><b>SUPERVISES:</b> Not Applicable</p>
<p><b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university, with Florida certification in Educational Media (PreK-12); or an equivalent certification as defined by the Florida Department of Education.</p> <p><b>PREFERRED:</b> Master's degree from a program accredited by the American Library Association, such as Library and Information Science. Successful experience as a classroom teacher and instructional technology integration.</p>
<b>MAJOR FUNCTION</b>
<p>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. 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. 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.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Supports and encourages schoolwide literacy initiatives to develop lifelong readers and learners.</li> <li>• Supports the opportunity for all stakeholders to experience value of reading for pleasure.</li> <li>• 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.</li> <li>• Enhances student achievement through a systemically and collaboratively planned instructional program by supporting all facets of the curriculum.</li> <li>• Demonstrates technology as a tool to research, access, organize, evaluate and communicate information.</li> <li>• Provides flexible access to an inviting and stimulating environment for individual, small group and whole class use that share resources across the learning community.</li> <li>• 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.</li> <li>• Maintains a Collection Development plan that guides curation, including purchases, weeding, inventory and how the collection is physically organized.</li> <li>• Provides access to population appropriate, diverse, accurate and current books and informational databases to meet the curriculum needs of the board learning community.</li> <li>• Collaborates with district Digital Learning personnel to provide professional development for school staff on integrating digital learning and media resources into instruction.</li> <li>• Collaborates with classroom teachers and specialists to design and implement lessons and units of instruction integrating technology.</li> <li>• Provides professional development for school staff on basic technology troubleshooting processes.</li> </ul>

**LIBRARY MEDIA/TECHNOLOGY SPECIALIST**

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• Stays current through professional development on all technology updates and upgrades for media center and school.</li><li>• Supports the use of district technology resources by working collaboratively with district Technology Information Systems personnel.</li><li>• Coordinates the distribution of student and staff devices according to district plans and manages the check-out/in process with appropriate paperwork and in the district database.</li><li>• Reimages teacher and student devices.</li><li>• 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 <u>onsite</u>.</li><li>• Assists with the planning, design and installation of future media center remodeling and school technology needs.</li><li>• Performs other related duties as assigned.</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
<p>ISSUED: 3/82; REVISED: 11/87; MQ'S AND FORMAT REVISED: 9/88 PBL; BOARD APPROVED: 9/28/88; REVISED: 7/92 D &amp; R ONLY BMP; REVISED: 7/94 PBL; FORMAT REVISED: 9/04 LMCK; REVISED WC: 3/08/06 LMCK; REVISED MF, D &amp; R, MQ'S, PREFERRED AND WC: 6/11 RAS; BOARD APPROVED: 7/26/11; REVISED 05/03/18 ER only LM; REVISED MF, ER, 04/23/21, LM; BOARD APPROVED: 06/08/21</p>

**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				