

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2211 (Elementary)
2221
Instructional

FLSA: Exempt

LIBRARY MEDIA/TECHNOLOGY SPECIALIST

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.

DUTIES AND RESPONSIBILITIES:

- Mentors and coaches teachers in the use of technology as a tool for the classroom and curriculum integration
- Collaborates with classroom teachers and specialists to design and implement lessons and units of instruction while continually integrating technology
- Instructs students and staff in the effective and ethical use of information technology, 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
- Works with small groups of students to increase student engagement and enhance the instructional program through project based learning
- Provides appropriate, accurate and current resources in all formats to meet the curriculum needs of the broad learning community
- Provides flexible access to an inviting and stimulating environment for individual, small group and whole class use that share resources across the learning community
- Uses technological processes and resources to enhance learning and serve as an infrastructure for administrating 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
- Performs related duties as required

MINIMUM 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.

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

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.

Library Media/Technology Specialist

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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				