

CAPE ELIZABETH SCHOOL DEPARTMENT
Job Description

TITLE: Library and Instructional Technology Specialist

QUALIFICATIONS: Education/Certification

- Valid Maine Department of Education Teacher certificate, or Provisional Teacher certificate
- Master's Degree in Education (preferred focus in Technology) and/or Library Science
- Valid Maine Department of Education Library Media Specialist endorsement (071) preferred, or Provisional

KEY SKILLS:

The successful candidate is an experienced educator who demonstrates excellent communication skills and technical knowledge and has practical knowledge managing a library media center.

Candidate is expected to have a strong background as an information specialist, teacher and instructional partner and leader, planner and manager, professional development coordinator, and technology integrator. Skills include, but are not limited to:

- Experience developing a multi-media collection and organizing it to maximize effective use;
- An understanding of key learning theories and methods of instruction;
- Ability to prioritize tasks and time use to manage scheduling, budgeting, supervision of staff;
- Desire to work well in a team environment, attention to detail, and excellent skills in communicating/collaborating with all members of the school environment;
- Extensive experience working with technology in an educational setting.

REPORTS TO:

Building Principal and District Technology Coordinator

SUPERVISES: Educational Technicians and/or Volunteer(s) as assigned.

JOB GOALS:

The Library and Instructional Technology Specialist provides leadership for:

- Providing equitable access to ideas and information in a variety of formats;
- Empowering all members of the school community to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information;
- Facilitating the effective use of media and technology by students and staff;
- Designing and developing digital-age experiences and assessments;
 - Modeling 21st-Century skills and promoting digital citizenship;

Job Description
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- Collaborating with school and district staff to design and implement units of instruction, and assess student learning and instructional effectiveness;
- Ensuring that media and instructional technology programming are integral learning components, and are aligned with the mission, goals, and objectives of the school and district;
- Instilling a love of reading and learning.

PROFESSIONAL RESPONSIBILITIES: These include, but are not limited to:

- Assumes a leadership role in creating and advocating for a dynamic educational climate for students and staff to extend information and digital literacy to lifelong learning.
- Enables access to relevant information in a variety of formats and guides learners through the information literacy process of identifying, locating, interpreting, utilizing and communicating information.
- Coordinates/facilitates learning opportunities for staff and students in the use of appropriate technology to meet information and instructional needs.
- Plans, selects and organizes a collection of multi-media resources guided by a collection development plan.
- Participates in district, building, department and grade-level curriculum design and assessment development to integrate technology while supporting content area standards.
- Instructs and assesses students in mastering content standards by collaborating with other educators to integrate information literacy and the reading process across the curriculum.
- Educates the school community in the ethical and appropriate use of information.
- Provide teachers with the support they need, including follow up, to modify their instruction and tap into the potential of media and technology to enhance teaching and learning.

TERMS OF EMPLOYMENT

Applicable terms of the Cape Elizabeth Education Association agreement. Five additional stipended days are provided in accordance with recommendations established by the Superintendent of Schools.

EVALUATION

Job performance will be evaluated in accordance with provisions of the School Board's policy and/or Board action on Evaluation of Professional Personnel. Evaluation will be conducted by the Building Principal.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 11, 2013