



# Shorecrest Preparatory School

**Position Title:** MS/US Media and Information Technology Specialist

**Date Modified:** March 2021

**FLSA Classification:** Exempt

**Reports To:** Director of Educational Technology & Media Services

**Position Purpose:** Provide formal and informal instruction in library, media and technology information skills; assist students and teachers in locating, evaluating and using library media materials and technologies; collaborate with teachers and students to support individual, curricular and school goals; and oversee the Makerspace.

## Essential Job Elements

### *As an Instructional Partner*

As an instructional partner, the school MS/US Media and Information Technology Specialist works with teachers, staff and other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources.

- Collaborates with teachers to design and teach engaging lessons and assessments that incorporate multiple literacies and foster critical thinking;
- Assists staff in the selection, evaluation, and use of resources, including online resources;
- Provides group instruction and individual user guidance for students in location of resources and use of research techniques;
- Consults and plans with teachers on the appropriate use and scheduling of materials for classroom instruction and/or library technology resources used by students;
- Shares expertise in the areas of technology integration, media literacy and digital literacy by presenting at faculty meetings, in-service sessions, and parent meetings;
- Collaborates with the LS Media Specialist and members of the Technology Team;
- Performs other duties as assigned by the Director of Educational Technology and Media Services.

### ***As an Information and Technology Specialist***

As an information and technology specialist, the school MS/US Media and Information Technology Specialist provides leadership and expertise in the selection, acquisition, evaluation, and organization of resources and technologies in all formats, as well as expertise in the ethical use of information.

- Ensures equitable access and responsible use of information;
- Develops and maintains a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies of the school community;
- Supports faculty and students in locating, evaluating and using information effectively to meet individual and classroom teaching and learning goals;
- Exhibits competence in classifying, cataloging, processing, storage, and circulation of materials;
- Evaluates, promotes, and uses existing and emerging technologies to support teaching and learning, supplement school resources, and communicate with students and teachers;
- Understands copyright, fair use, and licensing of intellectual property and assists students, staff, and administration with their understanding and observance of same;
- Manages and provides instruction on digital resources and pedagogies;
- Embraces the use of instructional technology to engage students and improve learning while providing 24/7 access to digital information resources for the entire learning community;
- Supports the integration of new technologies and methodologies for library services, applications and systems, including the Makerspace.

### ***As a Library Program Administrator***

As a program administrator, the MS/US Media and Information Technology Specialist works collaboratively with the learning community to define and manage the policies of the school library, media and technology information program.

- Uses strategic planning to ensure continuous improvement of the program;
- Develops policies and procedures to ensure efficient operation, services, and facility use for a 21st century school library media program;
- Analyzes, processes, develops and manages information systems for the library;
- Performs standard updates and routine procedures necessary for the operation of the library information system; troubleshoots system processes, assists with the design and development of system usage reports; provides support to projects that use and interact with elements of the library system;
- Develops and maintains an adequate collection of print, non-print, and digital resources to support the curriculum, students' needs, and to promote independent reading and literacy growth;
- Maintains an online catalog and automated circulation system that accurately reflects the collection and its usage;
- Creates and maintains a school library and media space that is inviting, safe, flexible, and conducive to learning for all users;
- Responds to and resolves user access problems through trouble shooting with both locally and remotely hosted databases and resources available through the library;
- Effectively plans the school library and literacy program to meet identified needs of the Middle and Upper Schools;

- Prepares and implements the school library budget including instructional resources, supplies, equipment and repairs in order to support both the curriculum and the goals of the library program and the school;
- Develops budget for the library including expected purchases and maintenance expenses on existing equipment, including the Makerspace.

**Qualifications**

- Master’s Degree in Library and Information Science or comparable field
- Knowledge of Follett Destiny Library Management system or similar library catalog system
- Strong interpersonal skills with children and adults
- Demonstrated experience collaborating with students, teachers, librarians and volunteers
- Knowledge in design of 21<sup>st</sup> Century learning environments
- Expertise with information technology
- Understands the many ways in which information can be created, communicated, stored, and / or transformed to benefit the school
- Possesses problem solving and decision making skills
- Excellent verbal and written communications skills
- Able to support school mission and strategic initiatives
- Committed to inclusion and issues of social justice and equity

**Physical Requirements and Work Environment**

- Able to work in a highly involved & busy environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate controlled office environment

**Acknowledgment**

I understand the responsibilities and competencies of the MS/US Media and Information Technology Specialist position.

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Signature

Date

**POLICY OF NON-DISCRIMINATION**

Shorecrest Preparatory School welcomes candidates for admission or employment, regardless of age, race, culture, gender, sexual orientation, religion, socio-economic status, national or ethnic origin, and does not discriminate on the basis of any category protected by law in the administration of any of its programs.

Shorecrest is a designated drug-free workplace  
 Shorecrest participates in E-Verify