



Shanghai Community International School

上海长宁国际外籍人员子女学校

TITLE: Lower School Library Media Specialist (.5) and Technology Integrationist (.5)

POSITION SUMMARY: The Library Media Specialist and Technology Integrationist is responsible for managing the Lower School library media program, spaces and resources as well as leading the implementation of effective technology integration. In addition, the Library Media Specialist and Technology Integrationist collaborates with all teachers (N-G5) to build teacher capacity and a shared understanding of best instructional practices with regards to use of technology and the school's curricular programs.

The Library Media Specialist and Technology Integrationist is:

- Is a lifelong learner who models continuous improvement and ensures the success and progression of all teachers and students.
- Empowers others to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.
- Instills a love of learning in all students and ensures equitable access to information.
- Collaborates with teachers and specialists to design and implement lessons, units of instruction and assesses student learning and instructional effectiveness.
- Provides leadership and expertise necessary to ensure the school library program and instructional practices are aligned with the mission, goals and objectives of the school.

**This is not a supervisory position and does not include evaluation of teachers but does require support and training of the Library Media Assistant.*

QUALIFICATIONS:

- Bachelor's degree (Master's Preferred)
- Three or more years of teaching experience
- At least two years coaching and/or leadership experience
- Experience with the IB Primary Years Programme (PYP)
- Successful implementation of TCRWP Units of Study
- Demonstrated skills with instructional technology
- Experience with Seesaw, iPads, Managebac
- Experience with developmentally appropriate, concept and inquiry-based teaching and learning
- Excellent ability to differentiate and meet the needs of a diverse student population
- Excellent written and oral communication skills and fluent in English

PREFERRED:

- Understanding of Positive Discipline and/or Second Step.
- Knowledge of the ISTE Standards for Students / Educators (<https://www.iste.org/standards/for-students>), Common Sense Media and the National School Library Standards (AASL).
- Demonstrated leadership qualities and strong interpersonal skills, including giving and receiving constructive feedback.
- Models continual improvement, demonstrates lifelong learning, and applies new learning to help all students achieve.
- Demonstrates evidence of professional growth, including leadership and participation in a wide range of significant professional development activities.



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- Proven ability using data to guide instructional decisions.
- Excellent organizational skills and management of library systems, spaces and resources.
- Strong pedagogical knowledge and content expertise.
- Experience working in a multi-cultural environment; an appreciation for the cultural differences between Western and Asian staff; a willingness to respectfully collaborate with all staff in order to promote positive change.
- Ability to be open-minded and to work effectively with other.
- Ability to supervise others (Library Media Assistant and volunteers)

REPORTS TO / EVALUATED BY: Lower School Principal

MAJOR RESPONSIBILITIES AND DUTIES:

Library Media Specialist:

Duties of this position include, but are not limited to:

- Collaboratively creates and implements a vision for the Library Media Center.
- Creates an articulated schedule for library sessions in which library curriculum is implemented.
- Creates an environment in the Library Media Center that is conducive to active and participatory learning, resource-based instructional practices, in collaboration with teaching staff.
- Plans and delivers high quality lessons aligned with Standards through direct instruction and collaboration.
- Works as part of a team to integrate library/media resources with grade level curriculum content.
- Participates in the curriculum development process to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners.
- Coordinates student reading programs, projects or initiatives such as author visits, Reading Week.
- Evaluates, selects, and orders new library materials, including audio-visual materials, digital text, hardware and software.
- Shares with the learning community up-to-date policies and procedures on material selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use.
- Assists teachers and students in the selection of books and instructional materials (teachers).
- Maintains a comprehensive and efficient system for cataloging all library materials and instructs teachers and students in the use of the system.
- Manages day to day media center activity including new book processing, book repair, weeding, shelving books, and reorganizing shelves.
- Remains current in professional practices and developments, information technologies, and educational research applicable to school library programs.
- Develops and maintains a collection of resources appropriate to the curriculum, the learners and the teaching styles and instructional strategies used within the school community.



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- Prepares, justifies, and administers the lower school library program budget to support specific program goals.
- Trains and collaboratively oversees Library Media Center Assistant and volunteers.

Technology Integrationist:

- Collaborates with teachers and students to design engaging inquiry learning experiences and assessments that incorporate multiple literacies (including information literacy).
- Leads the integration of 21st Century technology tools and strategies into the instructional program.
- Provide technology support to faculty, staff, and students (Microsoft Teams, Managebac, Seesaw)
- Supports readers' online access, subscriptions, and passwords.
- Demonstrates a commitment to understanding and implementing the Lower School Philosophy Statements and Essential Agreements for all subject areas outlined in the SCIS-Pudong Learning Handbook (including Media Literacy, English Language Arts, Mathematics, Science, Social Studies, Music, Physical Education, Art, Personal/Social Development, and Technology).
- Demonstrates commitment to the Lower School Faculty Essential Agreements, as well as collaborative planning of curriculum, moderation of assessment and professional learning through active participation in Lower School Faculty Meetings, weekly curricular planning and team meetings and other professional learning platforms.
- Supports the instructional development of all teachers in understanding and supporting the implementation of the school's curricular programs.
- Collaborates with teachers and students to design and implement innovative, inquiry and concept-based lessons aligned with the school's curricula and objectives.
- Assists teachers with planning and pacing of lessons, the development of differentiated lessons, and the selection of best practices to meet the needs of all SCIS learners.
- Supports all teaching practices, sharing multiple instructional strategies/processes with teachers during planning times aimed to improve student and teacher performance.
- Integrates library media center services and technology instruction with classroom instruction.
- Develops staff members' knowledge, skills, attitudes, and behaviors through a variety of professional development targeted topics and designs.
- Work with the Director of Technology to assist with campus orientation activities as assigned by the administration.
- Work with the Director of Technology, Divisional Administration and others to develop and implement the system technology strategic plan.
- Work with the Director of Technology to manage the building technology resources to be used by teachers and students.
- Help develop and implement a procedure for the evaluation of the utilization and effectiveness of software, applications, subscriptions (NewsELA, Adobe CC, IXL, databases, periodicals, etc.).
- Work with the Director of Technology disseminate technology-related information throughout the building effectively.
- Other duties as assigned.



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SCIS BELIEVES:

- That each employee makes a significant contribution to our success,
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.