



# Shanghai Community International School

## 上海长宁国际外籍人员子女学校

### Media Specialist and Technology Integrator Updated: June 6, 2022

**Title:** Media Specialist and Technology Integrator (MS/TI) systemwide

#### Qualifications:

- Bachelor's degree a teaching qualification required, Master's degree in Education Technology, Library and Information Science or related field preferred.
- Minimum of 3 years' experience in a school preferred with strong classroom management skills and exposure.
- Experience and understanding of current developments and standards in the field of Educational Technology / Library Media Specialist.
- Knowledge of and experience with current best practice in inquiry and technology integration.
- Written and spoken fluency in English language.
- Knowledge of ISTE Standards
- Superior written and oral communication skills.
- Experience with the IB
- Successful experience in utilization of instructional technology in the classroom

#### Media Specialist and Technology Integrator Position Summary:

The MS/TI provides the leadership and expertise required to ensure that the systemwide SCIS library media program is aligned with the mission, goals, and objectives of the school and is an integral component of the school's instructional program. The MS/TI will develop and administer an integrated school library media program. Instruct students and staff in effective use of the library media environments, information and technology literacy skills, and use of equipment. Evaluate, select and procure print and digital resources and related equipment. Develop policies and procedures to ensure efficient operation, services, and facility use for a 21st century school library media program. Implement a results-oriented information and technology literacy skills curriculum integrated with subject area curriculum through partnerships with teachers. Provide leadership and guidance for effectively integrating technologies with instruction to create 21st century instructional strategies. Develop knowledge of curriculum in all subject areas. Instruct teachers, administrators, and other staff in the use of new information technologies. Recommend and procure resources for staff for use in meeting their instructional objectives. guided by the ISTE standards for Tech Coaching.

**Reports to and evaluated by:** The Director of Technology and Innovation

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



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### Main Responsibilities

- Develop and maintain school library media program that addresses 21st century skills, including learning and innovation, student creativity, collaboration, and information, media, and technology literacy.
- Guide the school media library environments and create teaching and learning experiences that are inviting, safe, readily accessible, and conducive to student learning.
- Actively promote reading, information literacy skills, and information resource use through activities including book clubs, reading programs, reading initiatives, and other special events.
- Provide instructional technology guidance and expertise for faculty.
- Instruct students and staff in information and technology literacy skills, including reading for understanding, the research process, engaging inquiry, collaboration, critical thinking, developing multiple literacies, and understanding copyright, fair use, and licensing of intellectual property.
- Incorporate new learning technologies including coding, multimedia (film, video, print, sound, etc.), robotics, into learning projects.
- Cooperate and network with other libraries, librarians, and agencies to provide expanded access to resources for students and teachers.
- Develop policies and procedures that ensure maximum accessibility, efficient operation, effective services, and facility use. This includes policies and procedures for physical access, electronic access, selection, acquisition, circulation, resource sharing, and materials challenges.
- Establish annual and long-term measurable goals for the school library media program that are aligned with the district and school mission and objectives.
- Lead colleagues through participation on decision-making and curriculum development teams.
- Maintaining visually appealing and attractive library workspaces by presenting books, bulletin boards, and other rotating displays that engage students and teachers; and assembling and arranging display materials.
- Creating, updating, and managing information resources - both electronic and printed, selecting, acquiring, and cataloguing information using the library and Destiny software.
- Planning and executing library-base events, such as book fairs, guest authors, book talks, etc.
- Collaborate with the Technology Integration Coordinator and divisional Principals in strengthening the use of the school's Learning Management Systems (LMS) system and other key learning systems.
- Collaborate with Heads of Department and Grade Level Leaders on integrating and teaching the adopted technology standard (ISTE).
- In coordination with school mission and aims, promote the development and of the digital citizenship program and current ISTE technology standards.
- Other duties as assigned.

**Remixed from:** The Washington International School and Henry Sibley School

DAN LESCHTRUTH  
DIRECTOR OF SCHOOLS