



**Lompoc Unified School District**  
**1301 N A Street**  
**Lompoc, CA 93436**  
**Phone: 805.742.3300**  
**Fax: 805.735.8452**

**Title:** Educational Media Technology Specialist

**Reports to:** Assigned Educational Services Director

**Work Year:** 195 Days

**Employment Status:** 1.0 Full Time Equivalent

**Benefits:** Eligible to participate in district medical, dental and vision insurance.

**Purpose of Position:** Under the direction of the Assigned Educational Services Director, plans, coordinates, organizes, and manages the use of print, digital, and related information technologies and equipment. Coordinates the operation of the district's library/media centers and provides leadership and direction to classified library media techs and IA computer lab techs. Collaborates with staff in using the core curriculum and a variety of materials to support the curriculum. Coordinates and delivers professional development related to the core curricular standards, materials and utilization of technology in a ubiquitous and meaningful way. All work in this job description shall be conducted in collaboration with respective site administrators.

**Essential Functions:**

- Provides instruction and support to staff and students utilizing school library media curriculum, learning resources, print and electronic reference tools, and information literacy processes.
- Supports the implemented curriculum of the district by providing print and digital resources that will expand and enhance student learning in and beyond the textbook.
- Collaborates with staff in the design, production, implementation and evaluation of instructional curriculum.
- Provides information services, resources, and staff development to assist staff in their knowledge of educational trends, developments, techniques, research and experimentation.
- In collaboration with administration and staff, assists in the selection, purchase, processing, distribution and inventory of books, non-printed materials, textbooks, online content (e-text) and technology to meet the changing needs of the instructional program.
- Researches, previews, and evaluates media materials in accordance with State curricular frameworks, legislative mandates, cultural priorities and the needs of the District.
- Creates innovative technology infused lessons.
- Collaborates with staff to design, plan and develop media center and classroom resources to meet identified needs.
- Collaborates with classroom teachers in the preparation, presentation, and evaluation of assignments that utilize information resources.
- Plans and supports staff for kindergarten through twelfth grade to incorporate International Society of Technology in Education (ISTE) Standards, California Standards, 21st Century skills and technology competencies.

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- Assists staff and students with strategies for intellectual access to information and ideas for learning (finding, judging, and using information) that they can use with and beyond school settings.
- Models instructional strategies and coaches staff members in the integration of information literacy resources and technology with curriculum.
- Provides staff a wide range and variety of learning resources that meet the specific goals and objectives of the instructional program and the changing needs and interests of students and staff.
- Provides information and training and directs library support staff and volunteers in the performance of their duties.
- Creates and implements procedures for library media center operations including, but not limited to: planning and evaluation, budgeting, access to materials and resources, student and teacher use of digital media and technology resources, instruction, services, organization of facilities, and collection development (selection, acquisition, cataloging, processing, inventory, weeding).
- Develops and maintains a diversified library collection of printed resources and digital/electronic/web resources to support curricular needs, the development of student literacy, and the interests of students, using up-to-date information.
- Coordinates and evaluates the selection and ongoing licensing processes of digital resources for schools in conjunction with the Director of IT and Education Services and site administrators.
- Provides information and instruction in areas of information literacy, the research cycle, acceptable use policies, digital citizenship, ethics, intellectual property and copyright, and use of educational technologies.
- Promotes media services throughout the district for a transformative process to learning with technology.
- Maintains a variety of manual and electronic files and/or records for technology and media inventory.
- Participate in meetings as required to convey and gather information regarding a wide range of topics subjects required to carry out their duties.
- Perform other duties as assigned by the administration.

**Knowledge of:** ISTE standards for educators and students, Digital Citizenship, Multi-media, 21<sup>st</sup> Century classroom skills, quality professional development and the use of technology is effective classrooms.

#### **Ability to:**

- Demonstrate motivation and enthusiasm with a genuine passion for teaching, learning and professional collaboration.
- Maintain professional record keeping and communications.
- Handle multiple projects concurrently and work as a productive team member.
- Maintain composure in fast paced and stressful environments.
- Communicate effectively orally and in writing.

**Working Conditions & Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

- Use strength to lift items needed to perform the functions of the job up to twenty-five (25) pounds.
- Sit, stand and walk for extended periods.
- Speak and hear.
- Have the mobility to stand, stoop, reach and bend.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus

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vision.

- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands, arms, use hands, and fingers to handle objects and operate equipment.
- As an itinerant teacher, will travel between and among school campuses to provide instruction.

**Environmental Demands:**

- Exposure to a variety of childhood and adult diseases and illnesses.
- Some exposure to a variety of weather conditions and noise levels.
- Exposure to a building and outdoor areas in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

**Licenses and Other Requirements:**

- Valid California Class C driver license

**Education, Training and Experience:**

- Valid California Teaching Credential
- Minimum 3 years classroom teaching experience
- Verifiable experience in the skills and knowledge state in the job overview, responsibilities and duties

**Desired Qualifications:**

- Bilingual in English and Spanish.

**FLSA Status:**

Exempt

The District reserves the right to update, revise or change this job description and related duties at any time.

**Board Approved: 6/12/18**

**Minor Revision: 7/26/23**