North Monterey County Unified School District

POSITION DESCRIPTION

Position Title:	**Curriculum/Instructional Media Specialist-Secondary**
Salary:	Certificated Salary Schedule
Reports to:	Principal, Curriculum and Instruction Department

SUMMARY:

The Curriculum/Instructional Media Specialist assumes a wide range of roles to support school and student success. They assist in building the school's capacity to improve and serve as leaders among their peers in the implementation of the Common Core State Standards and related curriculum by providing resources and training so that both students and teachers become independent users of information.

Distinguishing Characteristics: The Curriculum/Instructional Media Specialist is a teacher, information specialist, instructional partner, and teacher leader. The position is designed to develop curriculum and instruction that supports equitable access of information for all students so they can learn and acquire knowledge and skills in relevant, real world contexts.

Nature and Scope: Curriculum/Instructional Media Specialists is a professional, certificated staff member in charged with the daily operation of the library technology/media program at the school level. They have the primary responsibility for the major library media center functions (i.e., evaluation and selection of curriculum; ordering and processing; utilization of media; organization of the library media collection; circulation of library media materials; production of original media; and management of instructional equipment). In the execution of these functions, curriculum/instructional media specialists must assume several distinct roles, including:

- As a professional, each Curriculum/Instructional Media Specialist should become well versed in the Common Core State Standards, 21st Century Learning skills and the Career Technical Education standards/pathways and keep up-to-date on current developments in the field and support the District's mission, vision and goals.
- An instructional role, which includes both formal instruction in curriculum/instruction, media, and technology skills, as well as informal assistance to students and staff in locating and using curricular resources, media materials and technology
- A consultative role, which includes active consultation with teachers as they plan instruction to ensure the incorporation of appropriate curriculum resources, media, and technology materials into daily teaching, and to recommend the inclusion of media and technology skills instruction in classroom units
- A technology role, which includes coordinating the technology program in the school and participating in the development of long-range technology plans for the school.
- An administrative role, which includes the daily management of library media center routines, evaluation and selection of supplemental curriculum, library media materials, ordering, circulation control, etc.
- A service role, which includes a full range of library media services to teachers and students (i.e., reference services, media production services, bibliographic services, professional library services, instructional television services, etc.)

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Works with the school site and Curriculum and Instruction department to plan, organize, and promote various activities to support the implementation of the Common Core State Standards, the State curriculum frameworks, the Career Technical Education Standards and the 21st Century Skills Standards
2. Develops, facilitates and provides related training for teachers to integrate curriculum content with resource use and information literacy skills
3. Assist school site staff in program development, implementation and evaluation related to effective use of technology and other supplemental open source curriculum materials for students and staff to include print, audiovisual, and electronic sources
4. Consults on curriculum development and material selection aligned with State frameworks and analyzes curriculum changes and advances in technology to meet the instructional needs of students.
5. Assists with student performance assessments and testing
6. Acts as an advocate for appropriate curricular changes and modifications
7. Supports in the planning, coordinating and facilitating department and collaboration meetings, as appropriate
8. Acts as a instructional resource to teachers by providing additional research-based strategies and materials for use in the classroom by teacher and other staff whom deliver instruction
9. Participates in Instructional Rounds and coordinates sharing of feedback for the purposes of improving instructional practices
10. Supports and ensure full implementation of the District's adopted core program, and/or the intensive interventions programs, including on-site credit recovery
11. Provides direct coaching support to classroom teachers on implementation of the Common Core State Standards and 21st Century Skills
12. Is involved in, and knowledgeable of, the instructional delivery of adopted programs and appropriate modifications needed to serve English learner students and students needing specific special education instructional settings
13. Assist in development and coordination of written communications to and from parents of participating students who are served within the library/media center
14. Implements policies for the effective use of technology through the organization of facilities, equipment, staff assistance and as the facilitator of the site technology committee
15. Perform other non-instructional duties as assigned, according to District policies and procedures.

Professional Activities and Growth:

1. Maintain professional competence through participation in in-service education activities provided by the District and in self-selected professional growth activities.
2. Participate in school faculty meetings and committees.

QUALIFICATIONS

Education:

- Bachelor's degree from an accredited college or university.
- Valid California teaching credential authorizing service in the area of responsibility, may require specialized authorizations
- English Learner Authorization (CLAD/BCLAD) and NCLB Compliancy

Experience:

- A minimum of 4 years of successful classroom teaching experience teaching working effectively with a diverse learner population
- Experience with the effective use of media and technology in the classroom
- Previous experience in curriculum development, coaching, facilitating and presenting to other classroom teachers

Knowledge of:

- Language and cultural competency to effectively communicate with parents and students who are not English speakers
- Ability to understand, analyze and interpret student performance and program data
- Technology and computer software applications relative to instruction.
- Effective teaching strategies to ensure differentiation of instruction
- District policies and procedures that govern program and curriculum.
- The California Standards for the Teaching Profession.

Ability to:

- Accept individual differences in students and parents. Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Demonstrate strong interpersonal skills using tact, patience and courtesy.
- Establish and maintain cooperative relationships with students, school personnel, parents, vendors, co-workers and the public.
- Communicate effectively in the English language both orally and in writing.
- Organize work, programs and activities to meet schedules, timelines and deadlines.
- Maintain accurate, up-to-date, and organized record-keeping and writes uses report-writing techniques, Maintain confidentiality regarding student records
- Work independently with appropriate direction; be reliable, self-directed, and self-motivated.
- Be creative and flexible in meeting the diverse needs of students and parents.
- Analyze situations accurately and adopt an effective course of action.
- Use initiative and judgment in discussing problems with the public and District staff, involving office practices and policies.

Licenses and Certificates:

- Possession of a valid Class C California driver's license (as appropriate to the assignment).

DESIRABLE QUALIFICATIONS:

- Ability to speak a language in addition to English

PHYSICAL REQUIREMENTS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials, hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the

telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb and move in an emergency situation; physical mobility sufficient to move about the work environment (office, district), drive an automobile and respond to emergency situations; physical strength sufficient to lift 20 pounds alone and more with a two-person lift; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, unpleasant smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: May 1, 2014