



JOB DESCRIPTION

Job Title	Media and Technology Integration Manager
Department	Division of Teaching & Learning
Reports To	Director of Technology
Classification	Non-Affiliated
Location	District Office
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Developing and implementing the district's long-range plan for PK12 library media services combined with planning for the district's instructional technology program through the coordination of Media and Technology Integration Services, administration of the library automation systems, and management of elementary instructional resources.

Essential Job Functions

- Coordinates the library media program, Pre-K through 12th grade.
- Supervises the Common School Fund allocation for budget and purchasing of library resources.
- Promotes intellectual freedom and provides support for staff on censorship issues or Requests for Reconsideration of Materials.
- Assists with the recruitment, interview process, and training for new Media Integration Specialists and Media Clerks.
- Serves as the district copyright officer. Advise staff on the educational fair use of items protected by copyright law.
- Coordinates the summer library program, Pre-K through 12th grade.
- Coordinates interlibrary loan and resource sharing.
- Participates in district library media and information technology program evaluations.
- Collaborate with Media and Technology Integration Specialists to promote literacy, digital citizenship, and inquiry-based learning experiences for students that incorporate multiple literacies.
- Support the transition of district libraries into creative commons through the integration of new and emerging technologies
- Participates on district information and technology teams and committees.
- Collaborates with local, regional, state, and national library and technology professionals.

- Participates on Wisconsin Department of Public Instruction councils, committees, and boards as assigned by the Governor or the State Superintendent.
- Supervises budgeting, ordering, cataloging, circulation, inventory, and distribution of Instructional Resources.
- Web publishing of Library Online resources, Media and Technology Integration Specialists Handbook, Media Services web page.
- Provides leadership in the vision and the integration of Information Technology into all curricular areas.
- Collaborates with Academic Services staff on new curriculum adoptions, providing research, literature connections and instructional resource support.
- Assists with facilitating workshops with teams of Media and Technology Integration Specialists and teachers to develop exemplary lessons.
- Provides technical information about instructional media and information technology to the administration, the school board, and the public.
- Serves as spokesperson for library media staff and a conduit between DPI, CESA, public library system, professional preparation programs, consortia, professional organizations, and other school districts.
- Work collaboratively with the Technology team to implement technologies to serve all ECASD programs.
- Provides staff development for Media and Technology Integration Specialists, teachers, and support staff.
- Provides staff development for all users of the library automation system.
- Offer collegial, ongoing, and job embedded professional development to Media and Technology Integration Specialists and teaching staff that reflects the CCSS, ITLS, and ISTE Standards for Educators.
- Collaborate with the EMLSS team's goals of promoting equity and diversity in the ECASD.
- Assist in providing professional development in the integration of District or School-based resources into instruction.
- Provides information research services for administrators and teachers.
- Coordinates the selection and purchase of library resources.
- Advises Media and Technology Integration Specialists on collection development strategies and resources.
- Supervises Media Services staff in spending Common School Fund allocation as budgeted in each school and ordered by the Media and Technology Integration Specialists.
- Selects resources for the District IMC collection and supervises the District IMC.
- Advises Media Integration Specialists on appropriate "item end of life" withdrawal procedures.
- Serves as the system administrator for the integrated library system.
 - Maintains searching setup, indexing, security and preferences.
 - Manages users access and permissions.
 - Performs maintenance, day end, and daily processes.
 - Performs cataloging and circulation setup and maintenance.
 - Creates and imports bibliographic records and authority records.
 - Imports MARC (Machine Readable Cataloging) records from Library of

- development with team members, staff, and students.
- Ability to read and comprehend technical narrative material including manuals, handbooks, and instructional memoranda for application to daily work.
- Ability to provide guidance and leadership to team members.
- Ability to work hours outside of school day as off-hours work will be required.
- Ability to focus on detailed work for extended periods of time.
- Ability to travel between District buildings.
- Ability to attend off-site training and industry conferences.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment.
- Moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp and reach.
- May be required to lift up to 25 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.