Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Media Technology Center Site Manager**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified - School Media & Instructional Technology**	Pay Range:	**SM29H**
Prepared/Revised Date:	**August 1, 2026**	Job Code:	**41169**

SUMMARY: Responsible for planning and developing a total library and/or technology program to support the educational objectives of the assigned school and maintaining the order and functionality of the media technology center. Work closely with classroom teachers to develop the instructional program for the media technology center and team-teach integrated lesson plans. May perform as Building Technology Coordinator. May lead and guide the work of media technology assistants and computer lab technicians.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Supervise, support, and manage students in the use of media technology center materials, resources, and equipment during media technology center classes.
2. Direct and assist with the review, purchase, management, inventory, and repair and deletion of media technology center materials, hardware, software and/or equipment. May be responsible for managing and providing technical support for school computers and network.
3. Evaluate the instructional program of the media technology center in collaboration with classroom teachers, and work with classroom teachers to develop and team-teach integrated lesson plans. Collaborate with teachers to support educational objectives and to develop and adjust schedules for library and/or computer lab usage.
4. Provide materials, teaching units, and resources to support curriculum and District standards.
5. Lead and guide the work of Media Technician Assistant(s) and/or Computer Lab Technician(s).
6. Coordinate the use, maintenance, setup, and repair of technology and/or audio/visual equipment.
7. Create newsletters and flyers promoting media technology center services, resources, and/or projects. May manage and update student project web page.
8. Participate in District media and technology committees and attend appropriate in-services, building meetings, trainings, and/or school functions.
9. Provide professional development and support on digital applications, and library and/or computer systems for technology integration.
10. Collaborate with the principal to plan and manage media and/or technology budgets, and provide budget and department reports as needed to administration.
11. Serve on the site improvement committee to determine ways the library media and technology program can improve student achievement.

12. Assist with the setup and management of online testing databases such as MAPS, STAR, and other student testing platforms; manage user accounts and/or manage and administer student database programs for the school.
13. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in a related field or evidence of equivalent training and four years of related experience required
- Experience working in a school media and/or technology lab/center required
- Experience working in a school setting preferred
- Equivalent combination of education and experience acceptable
- If assigned to a Title I school, the following Title I requirements apply
  - High school diploma (or equivalent) and one of the following
    - completion of at least two years of higher education
    - an associate's (or higher) degree
    - successful completion of the WorkKeys assessment demonstrating instructional competency within one year of hire

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Mathematical skills, including basic calculations and application of basic math concepts
- Bilingual oral and written communication skills may be required or preferred
- Program planning, implementing, and evaluating skills
- Supervisory and management skills preferred
- Knowledge of Dewey Decimal System, library automation system, collection systems, and children's literature
- Knowledge of behavior management techniques
- Ability to set up, troubleshoot, and problem solve computer, peripherals, and networking problems; knowledge of Windows XP and 2000 may be required
- Ability to supervise large groups of students
- Ability to plan and teach up to literacy/educational technology standards
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Ability to maintain honesty and integrity in all aspects of the job

- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence

- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, hardware, software, server, network, and media equipment/systems, including maintenance, repair, and troubleshooting skills
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	School administration	
Direct reports:	This job has no direct supervisory responsibilities.	

- May lead and guide the work of media tech assistants and/or computer lab technicians.

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct				X
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	