

Library Media Educational Technology Specialist

Job Description

Description

The position of Library Media Educational Technology Specialist (LMETS) will oversee the Media Center and provide training and support to assigned school(s) in using technology to enhance curriculum and instruction. This position will require spending ½ of the specialist time providing technical support and media center supervision and the other ½ in instructional staff development.

Responsibilities of the LMETS Position

Instructional

- Facilitate the integration of technology into the curriculum by modeling technology for teachers and students to enhance instruction and assessment to meet real world technological use.
- Train staff members in current technology applications.
- Train teachers and students to use the Big 6 Research skills.
- Teach orientation classes to train students on Pioneer, library catalog, OverDrive, library layout and evaluating Internet sites.
- Collaborate with teachers to teach research strategies, citation methods and effective use of instructional technologies.
- Work in collaboration with teachers to increase academic achievement.
- Offer support in all areas of the curriculum.
- Communicate with teachers about new materials in the media center and online resources.

Literacy Acquisition

- Maintain knowledge of current young adult literature and include appropriate popular titles in the school collection.
- Promote school-wide literacy through book talks, displays, activities and other promotions.

Administrative

- Maintain an attractive, welcoming learning environment.
- Make the library available to students and staff before school, during school hours (including lunch) and after school.
- Supervise media secretary, student aides and/or CyberCorp students.
- Collect and manage Acceptable Use Policy forms.
- Oversee book selection to develop a balanced collection with up to date books corresponding to core content.

- Assess collection needs, survey teacher needs.
- Perform regular inventory.
- Weed collection.
- Manage book, periodical and applicable budgets, including obtaining a district purchasing card to make purchases from library budgets.
- Submit monthly principal's report.
- Submit monthly library and textbook fines report to school financial secretary.
- Maintain the school software binder.
- Have knowledge of MARC records and cataloging principles.
- Attend district library media and technology trainings.
- Maintain awareness of current library media standards and trends through participation in professional organizations.

Technical

- Responsible for supporting the network engineer, and for the setup of personal computers/workstations, including operating systems and application software.
- Be a member of the school technology committee and assist the administration in planning and implementing the technology plan.
- Function as the network administrator in maintaining the educational network.
- Image school computers as needed.
- Use Novell to search files for any games or music downloads, or attempted access to inappropriate Internet sites.

Perform other related duties as assigned.

Experience Needed to Apply for the LMETS Position

- Bachelors Degree with a Teaching Certificate.
- Media Endorsement, Master's Degree in Library Science, or a Master's Degree in Instructional Technology plus an approved class in Child Literature.
- Good organizational, management, and public relations skills.
- Proficient in the use of Word, Excel, PowerPoint, Destiny, and Grade Book.
- Knowledgeable in software installation and compliance with copyright regulations.
- Capable of connecting and use of an LCD projector and other digital media devices.
- Experience trouble-shooting hardware/software problems.