

## Job Description

<b>Job Title:</b>	Media and Technology Specialist
<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Administration
<b>Supervises:</b>	Paraprofessionals (Assistants and Substitutes)
<b>Reports To:</b>	Head of School

*San Jose Episcopal Day School is an EOE/ADA employer*

It is the responsibility and expectation that every employee of the school uphold and carry out the mission of the school.

***Inspiring a passion for learning, a life of integrity, and a heart for Christian service***

### **Job Summary**

The Media and Technology Specialist is responsible for providing access to media and technology for students and staff and supporting and encouraging the learning process. This requires flexibility and organization in order to meet the distinct, but often related, demands of both a media specialist and technology integrationist.

### **Essential Functions**

#### **Function 1: Leader**

As a leader the Media and Technology Specialist fosters an environment of creativity, innovation, and openness to new ideas, welcoming and encouraging input from others. The Media and Technology Specialist is a visible and active leader within the school community. This leadership is visible by:

- serving on committees as needed
- taking an active role in accreditation activities
- sharing with the learning community policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use
- encouraging and implementing the use of instructional technology to engage students and to improve learning
- allocating the school media and technology budgets appropriately
- effectively communicating with parents and colleagues on a daily basis, creating partnerships and fostering relationships that model the “San Jose Way”
- recruiting, training, managing and effectively utilizing volunteers in the Media Center

#### **Function 2: Instructional Resource**

As an instructional resource the Media and Technology Specialist works with faculty to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources. This role in the instructional process is demonstrated by:

- remaining current in professional practices, information technologies, and educational research applicable to school library and media center programs
- maintaining and developing a rich collection of materials and tools for the entire learning community

- collaborating with faculty to implement lessons and units of instruction
- empowering students to be enthusiastic readers, skillful researchers, and ethical users of information and to instill a love of learning and reading in all students
- participating in the curriculum development process to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy)
- creating and maintaining in the media center a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning
- establishing processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed
- selecting and using effective technological applications for management purposes
- setting up new technology, maintaining software, managing technology help desk tickets, serving on technology committee, maintaining network printers and schoolwide technology
- arranging for flexible scheduling of the media center to provide student accessibility to staff and resources at point of need
- demonstrating success in creating a supportive and challenging environment for a wide range of learners through differentiated instruction, effective classroom management practices, creative problem solving, and partnerships with colleagues and families

**Qualifications**

- Possesses a passion for learning and a growth mindset
- Previous teaching experience desired
- Recent experience and a strong library-media/information technology background with the ability to use online subscription databases and web resources
- Expertise in educational technology, including computer operation, productivity software, and network knowledge
- Ability to provide technology support and manage tech inventory
- Knowledge of instructional methods, strategies, and pedagogy

**Minimum Requirements:**

<b>Education</b>	X	High School	Doctorate
		Associate Degree	Trade School
	X	Bachelor's Degree	Other:
		Master's Degree	

<b>Preferred Experience</b>	Media
	Library
	Teaching
	Educational technology

<b>Specific Skills</b>	Technology Skills
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<b>Licenses or Certifications:</b>	Current teaching certification
	Meets requirements of applicable FCIS standards
	Current CPR/AED/First Aid certification

Current Safeguarding God's Children certificate  
Pass a pre-employment background check

**Physical Conditions:**

**Work Environment**           X   Office  
  X   Classroom  
  X   Outdoors  
  Other

**Physical**                       X   Lifting  
**Requirements**               X   Walking  
  X   Stretching  
  X   Exposure to cold/heat  
  Other

**Additional Physical Requirements:** This physical part of this position varies a great deal and changes daily. Some days extensive time sitting at a desk may be required. Other days may require a great deal of walking such as carpool duty, lunchroom duty, etc.

**Hiring and Firing Responsibilities**

This position does not have any hiring or firing responsibilities. This position does supervise his or her assigned Assistant and volunteers in the library. Any supervisory issues should be addressed in conjunction with the Director of Education and Curriculum.

**SJEDS Harassment and Discrimination Policy**

The Head of School, as well as the Rector, are the persons designated for any employee to report to if they believe anyone has acted inconsistently with the school's harassment or discrimination policy as outlined in the Employee Handbook.

**Confidentiality Clause**

It is the policy of SJEDS to provide our employees with a level of privacy and confidentiality with any information concerning any of our employees or students. In the course of your work, you may have access to confidential information (oral, written or computer generated not otherwise available to the public at large) about employees or students, and their families and/or personal business. School business information includes computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information and employee information (including but not limited to co-worker and their families).

THEREFORE, I AGREE that my right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any confidential information in any public areas, hallways, gathering spaces and etc. I will hold all confidential information of which I have knowledge in the

truest confidence, as required by law. I agree to utilize confidential information obtained by me only for the benefit of the employee or student or in performance of my job responsibilities. Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with SJEDS. Further, this agreement mandates compliance extending beyond employment, contract, or association with SJEDS, as required by law.

**Acknowledgment Clause**

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the San Jose Episcopal Day School.

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Employee's Signature

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Date

revised 7/11/18