

DIRECTOR OF INSTRUCTIONAL MEDIA AND TECHNOLOGY SERVICES

JD LOCATOR: 2.21.1

Adopted: _____
Revised: 6/02, 3/05, 11/09

REPORTS TO:	Superintendent
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of certificated staff.

JOB SUMMARY

To provide leadership in the development, implementation, and coordination of district library media, instructional technology, and technical services in order to promote the effective use of media and technology by students, instructional staff, and administration.

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 for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Assesses needs and develops long-range plans for the district and building level library media and instructional technology programs.
2. Develops district policies and procedures which are consistent with state and national law and standards and designed to accomplish program goals and objectives.
3. Researches and recommends appropriate staff, facilities, instructional materials, and equipment to implement the goals of the district improvement plan and meet state and federal standards.
4. Provides technical, managerial, and advisory support to building media and technology programs, such as cataloging, processing, equipment maintenance/repair, needs assessment, budgeting guidelines, and legal issues involving copyright and technology usage.
5. Supervises the operation of the district educational media center and building level library media and instructional technology programs.
6. Supervises evaluation of the district and building level library media and instructional technology programs, including assessment of resources, equipment, space, curriculum, services, and usage.
7. Participates in the work of state associations and study groups in the areas of library media and instructional technology.
8. Assesses district needs and prepares the educational media center and instructional technology department budgets.
9. Consults with and advises district staff, architects, and contractors to plan building projects including remodeled buildings or new construction, and coordinates district staff to assist in the areas of technology, networking, and library media centers.
10. Works with central administrators, principals, department heads, teachers, and others to write, implement, and evaluate the district technology plan.
12. Participates in the recruitment, interviewing, and assignment of library media and instructional technology staff.
13. Assists principals in the supervision and evaluation of building library and instructional technology staff.
14. Supervises technology staff in the purchase, installation, maintenance, repair, and updating of district technology equipment and resources.
15. Facilitates and encourages communication among the library media specialists and instructional technology staff.
16. Evaluates the job performance of district media center secretaries and instructional technology staff.

17. Serves as a member of the district's curriculum development team in the planning and implementation of the K-12 instructional program.
18. Provides direction to departments, curriculum committees, and professional staff in the evaluation, selection, and implementation of media resources and equipment.
19. Develops and coordinates a program of integrated library media information and technology skills for all students.
20. Advises district staff and committees on new trends, best practices, and educational change in areas related to library information and instructional technology.
21. Attends workshops, conferences, and seminars to identify trends, best practices, current and future standards for library media programs and educational technology.
22. Interprets and promotes the library media and instructional technology services to teachers, administrators, the Board of Education, and the community by disseminating information via news bulletins, electronic mail, and presentations at Board meetings, district staff meetings, and building staff meetings.
23. Provides official reports and studies pertaining to library media and instructional technology as required by the state and as needed by the district.
24. Maintains liaison with other community media resources to publicize and promotes the district technology and library media programs.
25. Establishes an ongoing program of professional development in the use of instructional resources, information/research strategies, and technology skills.
26. Explores and evaluates current developments and innovations in the field of instructional media and technology.
27. Informs the media and technology staff of developments, studies, research, standards, legislation, and in-service opportunities in educational media and technology.
28. Establishes a program of orientation for new library media specialists and instructional technology staff.

SUPERVISORY RESPONSIBILITIES

District instructional media and technology personnel, systems, and services

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Master's degree with academic training in library media or instructional technology from a college/university meeting approval by the Missouri Department of Elementary and Secondary Education.
2. Valid certification as a school library media specialist and/or technology specialist
3. A minimum of three years successful teaching experience
4. A minimum of five years successful experience as school library media or instructional technology specialist
5. Successful experience providing professional training to instructional staff
6. Knowledge of state and national standards for library media programs and instructional technology
7. Experience with successful development and management of library media collection development plans and budgets
8. Ability to set goals and develop long- and short-range plans to achieve excellence in the library media and instructional technology programs
9. Experience with successful implementation of media/technology projects and plans
10. Strong knowledge of curriculum, instructional process, and assessment
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback
3. Ability to compose reports, communications, and other required written materials
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature

Date

Supervisor's Signature

Date