



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	5	1	

JOB TITLE	CONTRACT REFERENCE
Digital and Media Integration Specialist	Fridley Education Association Master Agreement

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
School Principal	November 2016

JOB SUMMARY The Digital and Media Integration Specialist provides leadership and expertise to develop, implement, and maintain an information media program by working collaboratively with other employees to support student's digital and information literacy skills. The Ideal Candidate will have the imagination and passion to transform our traditional program into a progressive, hands on, program for our 21st Century learners.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	<p>Instructional Leadership</p> <ul style="list-style-type: none"> ● Supports teachers in designing lesson plans, preparing instruction, delivering instruction and evaluative materials to maximize the learning of all students. <ul style="list-style-type: none"> ○ Collaborates with other employees in the design, delivery, and implementation of learning opportunities that align technology standards and state standards, IB criterion and content curriculum. ○ Reviews district standards and approved curriculum to assist employees in the selection and delivery of media for student achievement. ● Models learning through engaging in professional growth opportunities and employee collaboration. <ul style="list-style-type: none"> ○ Provides leadership to other employees in the use of technologies, strategies, and resources. ○ In conjunction with building leadership, lead building technology committee meetings. ● Work with building administration to align goals and plan staff support for school improvement plans. ● Coordinates building Makerspace resources and activities.
2.	<p>Student Instruction</p> <ul style="list-style-type: none"> ● Leads teaching of integration and training of digital citizenship, online safety and ethical/efficient use of technology.

JOB TITLE**CONTRACT REFERENCE**

Digital and Media Integration Specialist

Fridley Education Association Master Agreement

– Page 2

	<ul style="list-style-type: none"> ● Maintains a safe, inspiring, and welcoming learning environment for all students. <ul style="list-style-type: none"> ○ Organizes setting to encourage learning. ○ Identifies and capitalizes on student interests and experiences. ○ Creates an environment of respect and rapport. ● Provides guidance to students in connecting experiences with everyday life. ● Leads the instruction of standards related to media literacy. ● Promotes voluntary free reading and independent research. ● Instructs video production and editing course for weekly student produced school-wide broadcast.
3.	<p>Media Operations</p> <ul style="list-style-type: none"> ● Utilizes district-supported systems to develop and maintain a collection of print media, non-print media, and technology tools for employees and students. ● Assists in monitoring media and technology needs, usage and trends and assists in the budgetary decision process. <ul style="list-style-type: none"> ○ Assists with the selection of developmentally appropriate media and technology resources. ● Communicates information about digital and media learning to all stakeholders. ● Participates in workshops, and training programs, to further advance district's mission and vision. ● Creates, monitors, and maintains accurate records and other documents. ● Creates a welcome and productive media center that encourages its use.
4.	<p>Leadership/Supervision:</p> <ul style="list-style-type: none"> ● Manages day-to-day activities of the staff and volunteers in the media and technology facilities. ● Recommends criteria for the selection of support staff. ● Interprets district administrative regulations and directives to support staff. ● Conducts in-service or on the job training for support staff. ● Develops procedures for and supervises support staff.
5.	Complete other duties as determined by building principal.

QUALIFICATIONS (Specific training or job experience required before appointment)

- Education consistent to fulfill Minnesota teacher licensure requirements.
- Current Minnesota media specialist license is preferred for the position.
- Knowledge of relevant frameworks (e.g. AASL 21st-Century Learner, ISTE NETS, AASL).
- Displays enjoyment and enthusiasm for teaching.
- Commitment to creating culturally and linguistically responsive learning environments throughout the school.
- Intermediate technology skills, with extensive knowledge of technology, websites and applications that support the integration and delivery of learning.
- Ability to incorporate and utilize technology in learning opportunities.
- Excellent organization and time management skills.
- Abilities to:

JOB TITLE

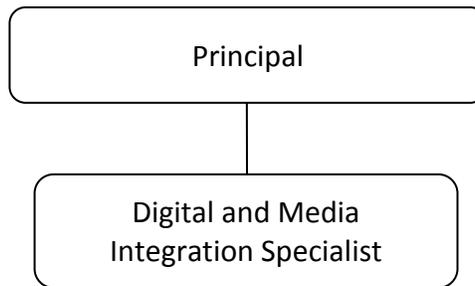
Digital and Media Integration Specialist

CONTRACT REFERENCE

Fridley Education Association Master Agreement

– Page 3

- Effectively communicate and collaborate with students, families, employees, and community members.
- Motivate students and resolve interpersonal conflict.
- Perceive students' needs and develop relationships.
- Anticipate and diffuse problems and disruptive situations.
- React calmly and decisively in emergency situations.
- Work with conflict and in stressful situations.
- Research and gather information from a variety of sources.
- Follow laws and district policies.
- Strong interpersonal skills and communication skills.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

.....

WORK DIRECTION

ADVISE/INFORM

-.-.-.-

PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.