

MEDIA CENTER, TECHNOLOGY & INTEGRATION SPECIALIST

A rich tradition of excellence in academics, athletics, and the arts is woven into the culture of the Pelican Rapids schools. Our real world environment is embraced and celebrated in the district and community.

Pelican Rapids Public School district is financially strong and stable with state-of-the-art facilities including an activities center and fine arts auditorium with world-class acoustics.

Our highly qualified employees are very supportive and caring towards students and staff. We are looking for a dedicated and compassionate professional to provide our students with high quality education while supporting their individual strengths and growth.

DEPARTMENT/SECTION

Pelican Rapids High School – Reports to HS Principal

CONTRACT LENGTH

1.0 FTE

QUALIFICATIONS:

1. Minnesota Teaching License
2. 10 or more years of experience in a technology related role
3. K-12 educational experience preferred
4. Must demonstrate ethical behavior and confidentiality of information about students and staff in the school environment and community.
5. Advance the District's mission and goals through careful attention to the key issues of Academics, Character, and Community.

JOB SUMMARY:

Ensure students and staff are effective users of information. Empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. Instill a love of learning in all students and ensure equitable access to information.

The tasks listed below are not intended to limit other tasks that might reasonably be assigned as necessary. Duties and responsibilities subject to change based on needs.

- Assess own instructional effectiveness through the Professional Development Process (PDP). Participate in ongoing and regular staff, team and individual professional development.
- Supervise paraprofessional(s) who comprise the library media staff, and, if applicable, volunteers and student assistants.
- Serve on decision make teams in the school
- Share expertise by presenting at faculty meetings, parent meetings, and school board meetings
- Create an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff
- Share with the learning community collaboratively developed and up-to-date district policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use
- Encourage the use of instructional technology to engage students and to improve learning, providing 24/7 access to digital information resources for the entire learning community
- Remain current in professional practices and developments, information technologies, and educational research applicable to school library programs
- Advocate for library media programs and the guiding principles of the library media profession; the library media specialist is an active, accessible, and informed proponent of the library media profession by:
- Advocate, communicate, and promote opportunities to improve the profession
- Maintain frequent and timely communication to stakeholders through the school and library media website, parent newsletter, e-mail, and other formats
- Use local, state, national, and international library media data and research to engage support
- Write articles and submit regular reports providing evidence of what the library and library media specialist do to prepare learners to be successful in the twenty-first century
- Maintain an effective public relations program
- Demonstrate a commitment to maintaining intellectual freedom
- Promote the ethical use of information

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Information Specialist

As information specialist, the library media specialist provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information. The library media specialist ensures equitable access and responsible use of information and will:

- Develop and maintain a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community, in accordance with district policy
- Cooperate and network with other libraries, library media specialists, and agencies to provide access to resources outside the school
- Model effective strategies for developing multiple literacies
- Evaluate, promote, and use existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library media services
- Provide guidance in software and hardware evaluation
- Understand copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same
- Organize the collection for maximum and effective use

Teacher

As a teacher, the library media specialist empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. The library media specialist has a working knowledge of and implement the Information and Technology Educators of Minnesota (ITEM) Standards and the District Graduation Requirements; knowledge of the subject matter, classroom management techniques, current researched best practices and strategies, as well as students' learning styles and needs, both academic and affective. He or she creates lessons, safe learning environments, and a library collection that are respectful and interesting as well as multicultural, linguistically, gender and ability fair, and developmentally appropriate. Assesses students' developmental, cognitive and social needs and provide developmentally appropriate instruction to meet those needs. The library media specialist supports students' success and guide them to:

- Read for understanding, for exposure to diversity of viewpoints and genres and for pleasure
- Use information for defined and self-defined purposes
- Build on prior knowledge and construct new knowledge
- Embrace the world of information and all its formats
- Work with peers in successful collaboration for learning
- Constructively assess their own learning and the work of their peers
- Become their own best critics
- Foster thinking, reasoning, and problem solving.

Program Administrator

As program administrator, the library media specialist works collaboratively with members of the learning community to define the policies of the school library program, and to guide and direct all activities related to it. The library media specialist maximizes the efficiency and effectiveness of the school library program by doing the following:

- Use strategic planning for the continuous improvement of the program
- Ensure that school library program goals and objectives are aligned with school and district long-range strategic plans
- Use effective management principles, including the supervision of personnel, resources, and facilities, in developing and implementing program goals and objectives
- Use evidence of practice, particularly in terms of learning outcomes, to support program goals and planning
- Generate evidence in practice that demonstrates efficacy and relevance of the library media instructional program
- Conduct ongoing action research and evaluation that creates data that is used to inform continuous program improvement
- Supervise and evaluate support staff, which may include educational assistants, computer education assistants, volunteers, and student assistants
- Prepare, justify, and administer the school library program budget to support specific program goals
- Establish processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed

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- Create and maintain in the library media center a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning
- Select and use effective technological applications for management purposes
- Participate in the recruiting, hiring, and training of other professionals, educational library assistants, students, and volunteer staff
- Arrange for flexible scheduling of the library media center to provide student accessibility to staff and resources at point of need

Position will remain open until filled

Please send cover letter, resume, three current letters of recommendation, copy of current MN teaching license, and a copy of transcripts to:

Shari VerDorn

Human Resources & Payroll

Pelican Rapids Public Schools



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