

# GRANT PARISH SCHOOL BOARD

## Job Description

**TITLE:** *Media Specialist*

**QUALIFICATIONS:** Bachelor's Degree; valid Louisiana teaching certificate with technology certification is preferred or willingness to pursue technology certification; experience with data aggregation; experience using a variety of training materials in the area of integration of learning technologies (In-Tech Portfolio, software certification, etc.)

**REPORTS TO:** Federal Programs Director

**SUPERVISES:** None

**ACCOUNTABILITY:** Performance Evaluation Annually

**SALARY:** 12 - Month Certified Salary Schedule

**TERMS OF EMPLOYMENT:** 12 - Month

**JOB GOAL:** Provides advance instruction technology integration support to the schools of the district. Facilitates on-site training in the implementation of technology into the curriculum. The Title I Media Specialist will assist teachers in the integration of learning technologies in the classroom and provide support to the schools and staff

### PERFORMANCE RESPONSIBILITIES:

- Support instructional technology in all areas of K-12 curriculum.
- Plan, organize, manage and lead instructional technology inservice workshops for faculty, staff, administrators and the community.
- Conduct ongoing assistance in planning for the use and integration of curriculum-based technology in the instructional program.
- Provide technical assistance in the use of instructional software in the classroom and on-site training.
- Coordinate workshops, teacher expert training model, training of teacher, pilot participation, and other opportunities to implement specific programs.
- Participate on committees applicable to all learning technologies.
- Provide in-service to teachers which promotes integrating technology into the curriculum.
- Assist in the coordination of district wide projects and events that support the integration of technology into the curriculum.

- Implement training for certified personnel using various application software under windows platforms.
- Assist in the communication of policies, procedures, training opportunities and maintenance.
- Works with schools in the evaluation and implementation of instructional technology systems that follow an effective implementation plan.

**PROFESSIONAL RESPONSIBILITIES:**

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the district's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly,*

*employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date