



SPRINGWOOD SCHOOL

MEDIA AND EDUCATIONAL TECHNOLOGY SPECIALIST

Job Title: Media and Educational Technology Specialist	Status: 12-month, Full-time/Exempt employee
Date: 3/21/2022	Reports to: Director of Academics

School Overview

Springwood School is a private K4-12 college and career preparatory, day and international boarding school led by Christian leaders guided by the school's vision to be an academically sound, spiritually vibrant, engaged community. Our mission is preparing students to be leaders of impact by providing quality education in a nurturing mind, body, and spirit-focused environment.

Position Summary

The Media and Educational Technology Specialist is responsible for implementing primary and elementary library programs and integrating classroom and instructional technology at all grade levels. Accountable for providing Learning Management System (LMS) expertise and assistance to faculty of varying technical skill levels, supporting the development and implementation of technology for in-person classes, and creating practical virtual or hybrid courses when necessary. The Media and Educational Technology Specialist serves as a school faculty member and reports to the Director of Academics.

Essential Functions

The specific tasks, duties, and responsibilities of this job include, but are not limited to

Media Specialist

- Instruct library and media classes to be primary and elementary school students. Plan and teach lessons on children's literature, information resources, search techniques, and research methods.
- Provide oversight to library and media routines, evaluation and selection of library and media materials, ordering, and circulation controls.
- Oversee book selection to develop a balanced collection with up-to-date books corresponding to core content.
- Maintain knowledge of current young adult literature and include appropriate popular titles in the school collection.
- Promote school-wide literacy through book talks, displays, activities, and other promotions.
- Maintain an attractive, welcoming learning environment.

Technology Specialist

- Provides end-user support for learning and collaborative technologies, video creation, accessible technology support, and classroom and conferencing technology.
- Assists faculty with designing and developing education materials by matching learning outcomes and teaching strategies with technology solutions.

- Develops and implements faculty and staff training, consulting, and related support for instructional technologies
- Provide training to faculty and staff on best practices related to the use of instructional technology.
- Collaborates with faculty, staff, and students to evaluate the use of new technologies and their impact on student learning outcomes.
- Models effective use of technology in the classroom and media center for teachers and students.
- Facilitates the use of existing and emerging technology by staff and students
- Coordinates the maintenance, operation, and management of existing school computer networks.
- Facilitates staff participation in the evaluation and selections of new software, hardware, and materials to support instructional objectives.
- Coordinates the maintenance, operation, and management of existing school computer networks.
- Maintains inventory of campus hardware and related peripherals. (Inventory Control)
- Distributes and coordinates use of technology with all students and all school personnel.
- Collects and manages Acceptable Use Policy forms.

Interpersonal Skills

- Exhibit objectivity and openness to others' views.
- Give and welcomes feedback.
- Contribute to building a positive team spirit.
- Put success of team above own interests.
- Maintain professional demeanor when dealing with difficult emotional situations.
- Respond promptly to staff, student, and public needs.
- Solicit feedback to improve service.
- Respond to requests for service and assistance.
- Listen and get clarification.

Intellectual Acumen

- Demonstrate initiative and aptitude for learning complex concepts.
- A self-directed learner who seeks out new best practices, methodologies and emerging technology while seeking to present new ideas in a creative way to ensure full community buy-in.
- Fully embrace 21st century learning strategies and is willing to challenge students and faculty to grow and embrace new skillsets, thought processes, and collaborative opportunities.
- Maintain awareness of current library media standards and trends through participation in professional organizations.

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Planning Skills

- Coordinate training activities, helping establish technology policies, and proposing learning objectives for staff as they relate to technology.
- Make the library available to students and staff before school, during school hours (including lunch) and after school.

Technical Skills

- Supervise filming of morning announcements and awards programs.
- Take pictures of school events and/or oversees students who take pictures.

Qualifications

Education

- Bachelor's Degree is preferred, from an accredited college or university
- Master's Degree preferred in relevant field

Experience

- Three-five years' experience in media specialist services, educational technology, or related field preferred
- Previous experience in an independent school environment preferred

Skills and Knowledge

- Excellent professional, organizational, verbal, and written communication skills
- Proficient in Microsoft Word, Excel, and Outlook
- The ability to successfully multi-task and function in a fast-paced school environment

Other

- Ability to serve in a fulltime 12-month role

Key Relationships

Internal

- Faculty
- Staff
- Students

External

- Families
- Technology vendors

Physical Requirements

In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Additional Responsibilities

- The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.
- All employees are expected to possess a personal Christian commitment, support the mission and vision of Springwood School, and to contribute to the overall life and culture for our students.

For More Information

- Please visit our Springwood School Career page at <https://www.springwoodschool.org/my-wildcats/employment.cfm>.
- For more information on this position please contact the Director of Academics at academics@springwoodschool.com.
- Mailing Address: Springwood School, PO Box 150, Lanett, AL 3686.