



Cicero School District #99

Job Title: *Media Specialist*
Reports To: *Building Principal and Executive Director of Instructional and Digital Technology*

Position Summary

Media Specialists are responsible for providing curriculum-aligned instruction to ensure that all students learn essential skills at each grade level as it relates to media and technology information systems usage.

Qualifications & Requirements

- Valid Illinois Professional Educator License with a Media Specialist or Technology Specialist Endorsement
- Ability to work in a diverse team environment with knowledge of media database systems and computer applications
- Ability to quickly adapt to changing learning and instructional environments
- Ability to manage media collections and inventory of media supplies
- Strong communication skills in order to converse with teachers, staff, and students
- Creative and intuitive of learner needs with the ability to anticipate problems and take corrective action
- Ability to troubleshoot hardware and software to ensure that technology is accessible
- Previous teaching and media center experience preferred

Duties & Responsibilities

- Plan a program of study that supports classroom instruction leading to student achievement of state standards
- Utilize “Best Practice” strategies and instructional methods that meet standards for both language arts and media.
- Create a classroom environment conducive to establishing a community of learning.
- Maintain library collections, order content area and reference materials, as well as age appropriate literature.
- Expose students to and encourage them to seek a variety of genres in literature through Read- aloud and age-appropriate assignments and instruction.
- Maintain inventory of media collections, books, supplies, materials, and technology equipment.
- Establish processes and procedures for exchange of media materials, i.e. checkout systems for materials and equipment.
- Maintain collection acquisitions regularly.
- Completes necessary trainings and certifications in order to effectively integrate technology and promote the development of 21st Century skills.
- Assists the Instructional Technology Department with projects.
- Assists in the administration of tests given online, provides technical assistance, and acts as a liaison to Site Test Coordinator.
- Troubleshoots hardware and software.
- Performs other duties as assigned.

Working Environment

The job is performed under minimal temperature variations and is generally a hazard free environment.

Physical requirements

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (should be able to lift up to 30 pounds), carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% Standing, 30% walking, and 10% standing.

Terms of Employment

Salary and work year according to Master Agreement

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.