



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Media Technology Center Site Manager** FLSA Status: **Non-Exempt**
 Job Family: **School Media & Instructional Technology** Pay Range: **SM25H**
 Prepared/Revised Date: **March 1, 2017** Job Code: **41169**

SUMMARY: Responsible for planning and developing a total library and/or technology program to support the educational objectives of the assigned school, and maintaining the order and functionality of the Media Technology Center. Work closely with classroom teachers to develop the instructional program for the Media Technology Center and team-teach integrated lesson plans. May perform as Building Technology Coordinator. May lead and guide the work of Media Tech Assistants and Computer Lab Technicians.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Supervise, support and manage students in the use of Media Technology Center materials, resources and equipment during Media Technology Center classes.	D	45%
2. Direct and assist with the review, purchase, management, inventory, and repair and deletion of Media Technology Center materials, hardware, software and/or equipment. May be responsible for managing and providing technical support for school computers and network.	D	10%
3. Evaluate the instructional program of the Media Technology Center in collaboration with classroom teachers and work with classroom teachers to develop and team-teach integrated lesson plans. Collaborate with teachers to support educational objectives and to develop and adjust schedules for library and/or computer lab.	D	10%
4. Provide materials, teaching units and resources to support curriculum and district standards.	D	5%
5. Lead and guide the work of Media Technician Assistant(s) and/or Computer Lab Technician(s).	D	5%
6. Coordinate the use, maintenance, setup and repair of technology and/or audio/visual equipment.	D	3%
7. Attend work and arrive in a timely manner.	D	1%
8. Create newsletters and flyers promoting Media Technology Center services, resources and/or projects. May manage and update student project web page.	W	4%
9. Participate in district media and technology committees and attend appropriate in-services, building meetings, trainings and/or school functions.	M	5%
10. Provide professional development and support on digital applications, library and/or computer systems for technology integration.	M	3%
11. Collaborate with the Principal to plan and manage media and/or technology budgets, and provide budget and department reports as needed to administration.	M	2%
12. Serve on the site improvement committee to determine ways the library media and technology program can improve student achievement.	M	1%
13. Assist with the set up and management of online testing databases such as MAPS, STAR and other student testing; manage user accounts and/or manage and administer student database programs for the school.	Q	5%
14. Perform other duties as assigned.	Ongoing	1%
	TOTAL =	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in a related field or evidence of equivalent training and four years of related experience required
- Experience working in a school media and/or technology lab/center required
- Experience working in a school setting preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Mathematical skills including basic calculations and application of basic math concepts
- Personal computer and keyboarding skills
- Bilingual oral and written communication skills may be required or preferred
- Program planning, implementing and evaluating skills
- Supervisory and management skills preferred
- Knowledge of Dewey Decimal system, library automation system, collection systems and children’s literature
- Knowledge of behavior management techniques
- Ability to set up, troubleshoot and problem solve computer, peripherals and networking problems and knowledge of Windows XP and 2000 may be required
- Ability to supervise large groups of students
- Ability to plan and teach to Literacy/Educational Technology Standards
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to participate and work in a team environment
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, hardware, software, server, network and media equipment/systems, including maintenance, repair and troubleshooting skills
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- May lead and guide the work of Media Tech Assistants and/or Computer Lab Technicians.



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms				x
Climb or balance		x		
Stoop, kneel, crouch, or crawl			x	
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy				x
Coordinate				x
Instruct				x
Compute			x	
Synthesize			x	
Evaluate			x	
Interpersonal Skills				x
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration	x			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	