

## Job Description

**Title: K-12 Information Specialist**

**Reports to: Building Principal**

**General Summary: The role of the Information Specialist is to ensure that students and staff are effective users of information, to support information literacy within the Millard Education Program, and to provide leadership in the use of technology as a tool for learning.**

### Essential Functions:

1. Works with classroom teachers and administrators as a partner to plan, design, deliver and evaluate instruction using a variety of resources and information literacy skills. 65%
  - Maintains a flexible schedule to ensure integration of information literacy skills in all disciplines
  - Assists teachers in the selection of information materials and tools for classroom activities
  - Provides reading guidance and assistance to students, staffs and parents
  - Assists teachers with preview materials
  - Functions as a district/building resource for issues regarding copyright & intellectual freedom
  - Offers in-services to staff in the areas of information literacy and electronic and online resources
2. Provides leadership, expertise, and advocacy in the use of technology and resources to enhance learning. 20%
  - Communicates the building's technology maintenance and repair needs to appropriate personnel; i.e., Help Desk, ESU3, and other support technicians.
  - Provides support for building technology needs, evaluates hardware and software problems, and serves as liaison to district Help Desk.
  - Attends inservices and seeks professional opportunities to remain current in the rapidly changing world of information/technology.
  - Serves on building and district committees for curriculum development and implementation.
  - Provides staff development in the area of curriculum and technology integration.
3. Develops and maintains a curriculum-based collection of print, non-,print and electronic materials which support the Millard Education Program. 15%
  - Utilizes electronic databases (Dynix) and other technologies to effectively organize, circulate, inventory, and manage information.
  - Supervises the maintenance and repair of electronic resources, hardware and media materials.
  - Trains and supervises paraprofessionals assigned to the Information Center.
  - Plans effective utilization of media budget allocation to build and maintain a balanced and dynamic collection of information in a variety of formats.

### Qualifications:

1. Education Level: Valid Nebraska Teachers' Certificate and an Endorsement in Educational Media
2. Certification or Licensure: Standard teaching contract
3. Experience desired: Proficient in technology use and troubleshooting skills Win95 and Mac platforms
4. Other requirements:

### Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing .....		X	
2. Walking .....		X	
3. Sitting .....			
4. Lifting _____ lb max. ....			
5. Carrying _____ feet .....			
6. Pushing / Pulling .....			
7. Climbing / Balancing .....			
8. Stooping / Kneeling / Crouching / Crawling .....		X	
9. Reaching / Handling .....		X	
10. Speaking / Hearing .....			X
11. Seeing / depth perception / color .....			

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

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

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

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

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