



**Upper Saddle River Schools  
Upper Saddle River, NJ 07458**

**JOB DESCRIPTION**

**TECHNOLOGY AND MEDIA INTEGRATION TEACHER**

**I. Title:**

Technology and Media Integration Teacher

**II. Qualifications:**

- School Library Media Specialist or Associate School Library Media Specialist endorsement
- Qualified to teach technology and/or computer science as defined in the ITES national standards and the New Jersey Core Curriculum Content Standards for Technology Literacy
- Significant graduate/undergraduate work in educational technology or computer science; undergraduate or graduate degree preferred
- Elementary Teacher certificate preferred (Bogert/Reynolds)
- Demonstrated ability in information technology, research methodology, and library programs for children
- Strong written and verbal communication skills
- Effective problem solving and human relations skills

**III. Reports to:**

Principal  
Director of Technology

**IV. Primary Function:**

To develop and coordinate educational media service for the school, to assist teachers and students in the effective use of the Media and Technology Center, and to teach students information literacy skills, technology proficiencies as defined by the NJCCCS for the appropriate grade level served by the school.

**V. Performance Responsibilities:**

1. Recognize the existence and use of multiple information environments
2. Select, apply, and use the appropriate software, hardware, and communications technologies to promote effective teaching and learning
3. Produce media in graphic, multimedia and electronic formats in support of the library media and instructional programs
4. Provide instruction to students and staff in the effective use and production of technology and information resources in multiple formats, both local and remote.

5. Evaluates, selects and requisitions new Technology & Media Center materials and informs teachers and other staff of new acquisitions
6. Provides a sequential program of library skills instruction and instructs students in the use of various types of materials and information technology
7. Helps students to develop habits of independent reference work and to develop skill in the use of reference material and presentation software in relation to planned assignments
8. Teach students information literacy skills and technology proficiencies as defined by the NJCCCS for appropriate grade levels.
9. Conducts in-service education for teachers in the effective evaluation, selection and use of media and technology and maintains professional library materials for teacher use
10. Presents and discusses materials with a class studying a particular topic at the request of the teacher
11. Prepares and administers the Technology & Media Center Budget under the direction of the Principal.
12. Oversees and monitors the clerical activities necessary for the operation of the Technology & Media Center
13. Oversees the work of volunteer workers
14. Promotes relationships with external information sources and participates in electronic networks and resource sharing systems to expand the Technology and Media Center's capacity to access information globally
15. Maintains professional competence and continuous improvement through in-service education and other professional development activities
16. Performs such other related duties as may be assigned.
17. Is responsible for the operation and supervision of the school Media and Technology Center
18. Maintains a comprehensive and efficient system for cataloging all Media Center Materials and instructs teachers and students on use of the system
19. Coordinates library skills instruction with classroom instruction and works to achieve State Curriculum Content Standards and district educational goals and objectives and collaborates with teachers to integrate information literacy competencies across the curricula
20. Assists teachers in the selection of books and other instructional materials and makes Media Center materials available to supplement the instructional program

**VI. Terms of Employment:**

Compensation, benefits, work day and year as defined by the negotiated contract between the USR BOE and the USREA

**VII. Evaluation:**

Annual evaluation by supervisor as defined in the USREA – USRBOE contract, state law/code, and Board policy.