



IRVINE UNIFIED SCHOOL DISTRICT

TEACHER ON SPECIAL ASSIGNMENT (TOSA)-LIBRARY AND MEDIA TECH

DEFINITION

Under general supervision of the Director of Educational Technology, facilitate and provide teacher leadership for professional learning and instructional practices related to digital and informational literacies and print collections including presenting, facilitating and creating resources, coaching and supporting school sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Collaborates with district staff, site administrators, and classroom teachers in implementing a TK-12 vision for digital and informational literacies in IUSD
- Provides effective leadership in developing, implementing, and evaluating plans for a comprehensive, district-wide school library media
- Provide direct support to school sites and classroom teacher through collaboration, training and Professional Learning Community (PLC) participation
- Assists teachers, librarians, and media techs in developing research skills, digital literacies, informational literacies, digital citizenship, and technology competencies for students
- Develop processes and policies in support of digital and information literacies and responsible use
- Partner with Education Services, school site leadership, site staff, and the Educational Technology team to implement the Master Technology Plan and school site technology plans
- Serves as a collaborative resource in planning units, assignments and activities related to the library information center.
- Assists in the development of in-service staff development for school library media staff and other school district personnel, especially in the area of print and electronic resources and services
- Adheres to and advises all school personnel regarding copyright as well as other laws and guidelines pertaining to the distribution and use of resources
- Individualize mentorship approach and model effective technology use for classroom teachers
- Establish and maintain an educational technology community for assigned sites and/or programs
- Keeps abreast of current developments and research in library information through professional associations, study and research
- Coordinates the planning and design of new, renovated, and existing school library media facilities and school wide infrastructure
- Other duties as assigned

QUALIFICATIONS:

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. Participate in faculty and/or District committees.

CREDENTIAL:

Valid California Credential authorizing service in grade levels and areas assigned.

TRAINING AND EXPERIENCE:

Successful teaching experience totaling at least five years is preferred. Experience planning for and presenting to larger groups recommended.

EDUCATION:

Bachelor's degree including all courses to meet credential requirements.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- There may be some compensated summer work required.
- The noise level in the work environment is usually moderate.

Revised 5-6-15