

Plateau RE-5 School District

Job Description

Job Title: Technology/Media Specialist – K-12

Certification: Colorado Teaching Certificate (elementary preferred)

Reports To: Principal

JOB SUMMARY

This position will require regular instruction to elementary and secondary students in the proper use of today's technology while at the same time managing and maintaining the school library. The technology teacher will also support secondary students in research techniques and tasks as needs arise.

Basic Requirements:

- Colorado Teaching Certificate (elementary preferred)
- Experience with computer hardware and software.
- Three (3) years' experience working in one or more fields of technology preferred..
- Previous experience in an educational environment preferred.
- Desire and willingness to maintain and learn new skills, complete training programs, and attend meetings, as required.

Technology Skills:

- Comprehensive knowledge of integrating technology into elementary and middle school curriculum.
- Ability to collaborate with classroom teachers to create technology lessons to support teaching objectives
- Proficient with Google/Gmail, Chrome Books Mac,iOS/iPads, and related software.
- Troubleshoot common technology problems independently or with the support of the Technology Coordinator.

Media Specialist Skills:

- Encourages staff and students to access library/media center and its resources. Plans, develops and encourages selection and purchase of age/interest appropriate literary and media materials in collaboration with students and staff.
- Willingness to have a variety of library programs that promote reading using a variety of activities which utilize student interests.
- Ability to collaborate with classroom teachers to establish schedules for student library visitation.

Duties:

- Direct instruction of PreK - 8 students in the use of Chrome Books and various software programs as needed.
- Maintenance and management of all aspects of the school library
- Assist secondary students in the application of technology in research and the working world after high school.

TO APPLY YOU WILL NEED:

1. District application found here:

<https://www.peetzschool.org/cms/lib/CO01001408/centricity/domain/61/EmploymentApplication.pdf>

and resume.

2. Required documentation outlined in the basic requirements above.

3. Three letters of reference from former employers, teachers, professors or other professional sources.

4. Employment interview.

We will be accepting application through February 9th 2019