



Growth. Values. For Life.

**MIDDLE & UPPER SCHOOL EDUCATIONAL TECHNOLOGY & LIBRARY SPECIALIST**  
**JOB DESCRIPTION**

**Department:** Middle & Upper School  
**Supervisor:** Middle School Principal  
**Status:** Full-time

Ursuline Academy is seeking full-time, Middle & Upper School Educational Technology & Library Specialist for the 2020-21 school year. This position is responsible for mentoring and supporting the faculty in their integration of educational technology tools as well as developing and maintaining a new, state-of-the-art print and digital library for Middle and Upper School students and faculty. This role will create an environment where collaboration and creative problem solving thrive; will support students and staff in the pursuit of effective technology use and information literacy skills; and will ensure that all students have access to age-appropriate materials, activities, and programs that will foster a lifelong passion for growth and learning. This role will strongly support diversity in technology tools as well as in collection development. This person will possess strong communication skills and will reach out to faculty, sharing ideas for integrating technology, databases, and library resources into daily classroom practice.

**SPECIFIC DUTIES:**

**Educational Technology:**

- Research and advise administration on emerging technology trends and solutions; participate in strategic planning, advise planning for technology purposes, support the facilitation of the implementation of the educational technology plan
- Promote and model digital citizenship and responsibilities related to the use of technology and digital information
- Participate in department, faculty, curriculum, and special meetings and serve on committees whose activities directly affect the integration of technology into the curriculum as needed; pursue professional development.
- Stay current on research and emerging technologies that foster educational applications of technology
- Work with the Academic Team to develop and deliver relevant professional development that incorporates agreed upon technology standards, that explains, emphasizes, and encourages technology integration appropriate to each content area, and use of equipment, desktop, and mobile device platforms, and enterprise software applications

**Library Services:**

- Oversee the daily operation of the Middle/Upper School Library

- Monitor & support student activities in the library including before/after school, open periods, etc.
- Create a responsive & evolving library environment through the effective use of material display, furnishings, and decor
- Analyze, process, develop and manage information systems for the library
- Perform standard updates and routine procedures necessary for the operation of the library information system; troubleshoot system processes, assist with the design and development of system usage reports; provide support to projects that use and interact with elements of the library system
- Develop budget for the library including expected purchases, maintenance expenses on existing equipment; design detailed financial and statistical reports reflecting performance and usage of the variety of library systems and services for the library and campus community
- Provide group instruction and individual user guidance for students in location of resources and use of research techniques
- Consult and plan with teachers on the appropriate use and scheduling of materials for classroom instruction and/or library technology resources used by students
- Inform users of library media center materials and provide staff development opportunities for teachers in the availability and utilization of learning resources
- Manage the acquisition, processing, organization, distribution, maintenance, and inventory of resources
- Collaborate with the LS Librarian to make the best use of faculty, staff resources and volunteers
- Perform other duties as assigned

#### **WORK ETHIC:**

- Maintain confidentiality at all times regarding the Ursuline community
- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and Ursuline's founder, St. Angela Merici
- Must be highly dependable and have a willingness to perform all other duties as assigned
- Respect, cooperate, and maintain a positive attitude with colleagues (faculty and staff), students, parents, and alumnae
- Regularly reflects on practice, seeks and responds to feedback, and demonstrates self-awareness and commitment to continuous learning and development
- Seeks to participate in and contribute to a collaborative adult learning community

#### **REQUIREMENTS:**

- Bachelor's degree in Educational Technology, Library Science or related field
- Knowledge in design of 21st Century learning environments
- Expertise in educational technology
- Classroom teaching experience is highly desirable
- Experience/Interest in collaborating with students, teachers, librarians and volunteers
- Understands the many ways in which information can be created, communicated, stored, and/or transformed to benefit the school
- Incorporate new and constantly changing technologies into the library
- Possesses problem solving and decision-making skills
- Excellent verbal and written communications skills

- Able support school mission and strategic initiatives
- Ability to maintain confidentiality at all times regarding the Ursuline community
- Willingness to undergo completion of a criminal background check, other clearances, and TB test

**COMPETENCIES NEEDED:**

The skills required to perform multiple technical tasks with periodical upgrade skills in order to meet changing job conditions. The employee will be required to prioritize, analyze situations to define issues and schedule accordingly.

**PHYSICAL DEMANDS:**

The position requires frequent walking, standing, bending, talking and lifting of up to 25 pounds as a regular part of the job. Specific vision ability required including close, distance, peripheral vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. The employee may be exposed to possible extreme weather conditions, and infectious diseases. While performing the duties of this job the employee is occasionally exposed to weather conditions or extreme cold or heat.

**SALARY/BENEFITS:**

- Commensurate with experience and education
- Generous benefits package offered

**TO APPLY:**

If interested, email cover letter, resume, and references to: [uaemployment@ursuline.org](mailto:uaemployment@ursuline.org). Please include "Middle & Upper School Educational Technology & Library Specialist" in the subject line of email.