

## **Elementary Teacher – Technology Literacy Program**

**Title:** Elementary Teacher -- Technology Literacy Program

**Reports to:** Building Principal and Supervisor of Engineering, Business, Computer Consumer Sciences

**Qualifications:** Holds New Jersey Certification as an Elementary Teacher

**Work Year:** 10 Months

**Duties:**

1. Creates an environment conducive to the development of literacy, educational technology and library media skills.
2. Provides viewing and listening skills appropriate to reading levels, maturity, interests, and curriculum needs.
3. Instructs students and faculty in the use of the library /media center resources.
4. Works with other personnel in the integration of library media service and materials within classroom teaching programs.
5. In conjunction with the building principal, supervisor and Media Specialists, makes recommendations for the purchase of books and instructional materials suitable to meet curricular, developmental, and recreational needs.
6. Conducts programs for primary grades which expose students to children's literature.
7. Provides workshops for staff in the use of materials and equipment.
8. Provides leadership to staff and students in the use of educational technology.
9. Demonstrates awareness of current trends in library science and applies them where appropriate.
10. Implements educational technology literacy lessons as required by the curriculum.
11. Assesses the adequacy of library media center services, materials, facilities and equipment.
12. Assists the Principal in the development of policies and procedures for selecting, processing and circulating materials.
13. Schedules and manages the library media center operation.
14. Assists the Principal in the development and administration of the school budget as it relates to the library.
15. Disseminates information about library media programs to the school community.
16. Participates in the selection, supervision of support staff and volunteer personnel where applicable.
17. Attends PTA and school sponsored activities as required.
18. Adheres to school policies and procedures set forth by the Board of Education and building administrator.
19. Participates in in-service activities.
20. Uses correct oral and written English when communicating with staff, students and parents.
21. Dresses appropriately for the position.
22. Demonstrates self-control, displays enthusiasm about work, and maintains a sense of humor.
23. Performs other duties which may be within the scope of his/her employment and certifications as assigned.

Revised 1/3/17