Full-Time Library/Information Technology Specialist - Candidates must submit a Letter of Interest and Resume to the School Superintendent, Kathlene Thomson. All required items must be submitted no later than December 5th 12:00pm. Please contact Megan Ward for more information (928)476-3283 or mward@pineesd.org

PINE STRAWBERRY ELEMENTARY SCHOOL
LIBRARY/INFORMATION TECHNOLOGY SPECIALIST
JOB DESCRIPTION

This position is for a fulltime staff member – (half time will be managing the School Library and half time will be managing the schools computer technology)

Position Purpose: To provide the leadership and expertise required to ensure that the Pine Strawberry Elementary Essential Functions and Computer Technology programs are aligned with the mission, goals, and objectives of the school.

Essential Functions School Librarian:
-To ensure that students and staff are effective users of ideas and information
-To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
-To instill a love of learning in all students and ensure equitable access to information
-To collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness

Essential Functions Information Technology Specialist:
-Assesses malfunctions of hardware for the purpose of determining appropriate actions to maintain computer and network operations
-Coordinates with other staff for the purpose of completing projects/work orders efficiently
-Inspects computer and network equipment requiring specialized computer repair and trouble shooting skills for the purpose of identifying and verifying repair needs
-Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently
-Repairs computers, peripherals, network equipment and software, requiring

specialized computer and electronics repair skills for the purpose of maintaining computer and network equipment in a safe and functional operating condition
-Requests quotations for the purpose of providing cost information, purchasing and securing items
-Trains selected personnel for the purpose of ensuring their ability to use new and/or existing software

Job Requirements: Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

Work Environment: The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Report To: Superintendent