



Media and Technology Specialist Job Description

St. John Paul II Catholic High School is seeking applicants for a full-time Media and Technology Specialist.

The Media and Technology Specialist is responsible for providing access to media and technology for students and staff while supporting and encouraging the learning process. This requires flexibility and organization in order to meet the distinct, but often related, demands of both a media specialist and technology integrationist.

Administration:

- Establishes processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed
- Sets up new technology, maintaining software, managing technology, maintaining school devices, network printers
- Allocates the school media and technology budgets appropriately

Instruction:

- Encourages and implements the use of instructional technology to engage students and to improve learning
- Works with faculty to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources
- Demonstrates success in creating a supportive and challenging environment for a wide range of learners through differentiated instruction, effective classroom management practices, creative problem solving, and partnerships with colleagues and families
- Trains staff members and current technology applications
- Teaches orientation classes to train faculty, staff and students

Media Specialist:

- Maintains and develops a rich collection of materials and tools for the entire learning community
- Creates and maintains the media center a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning
- Arranges for flexible scheduling of the media center to provide student accessibility to resources
- Remains current in professional practices, information technologies, and educational research applicable to school library and media center programs
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Qualifications:

Bachelor's degree, preferred area Library Science, Information Technology and or Educational Technology

- Previous teaching experience desired
- Recent experience and a strong library-media/information technology background with the ability to use online subscription databases and web resources
- Expertise in educational technology, including computer operation, productivity software, and network knowledge
- Ability to provide technology support and manage tech inventory
- Knowledge of instructional methods, strategies, and pedagogy

Applicants who have the qualifications and expertise are encouraged to apply. Interested candidates should email a cover letter, resume/CV, and supporting employment information (e.g., transcripts, reference letters) to our Headmaster, Dr. Jeremiah Russell at dolszewski@jp2falcons.org.

About the Employer:

In one of the most dynamic and growing areas in the country, St. John Paul II Catholic High School (JP2) is also growing and expanding. Operated by the Diocese of Birmingham and a Board of Trustees, JP2 offers students a faith-based, college preparatory high school curriculum and environment. We serve a growing, diverse, and dynamic student body from North Alabama, Southern Tennessee, and abroad on a 55-acre campus surrounded by Research Park, a center for space aeronautical and bio-medical research. Recently, the educational organization NICHE rated JP2 as the best Catholic high school in the state of Alabama for the past two years and the fifth best private high school in the state. Other notables include last year's ACT average score of 23.7, AP test scores that include 51 AP scholars; and \$12.5 million in merit college scholarships.

Our Mission:

Inspired by our patron, St. John Paul II Catholic High School develops students in spirit, mind, and body through a Christ-centered, college preparatory education. As a welcoming community of faith, we encourage, challenge, and support our students to learn enthusiastically, lead honorably, and live responsibly so they will improve themselves and society through their faith and vocation.