

**K-6th Grade Technology-Library Integration Specialist**

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| **Job Summary**Preston Hollow Presbyterian School seeks a full-time Technology-Library Integration Specialist for grades K-6 for the 2024-2025 school year. The ideal candidate will have a passion for technology, research, children’s literature and supporting learners of all ages. The successful candidate will have the demonstrated ability to collaborate closely with classroom teachers to build cross-curricular integrated programs. Candidates should have a love of teaching with pedagogical knowledge around classroom instruction in both the areas of Library and Technology. This role is a teaching position that will work closely with the Director of Technology and Director of Curriculum to support all classroom technology integration, research, and literacy curriculum.  |
| **Duties and Responsibilities***The job description below is not designed to cover all activities, duties or responsibilities that are required for this position**.***Technology Focus:*** Teach, collaborate, and plan classroom technology integration based on grade level curriculum goals, with a willingness and ability to instruct lessons for students K-6th grade.
* Support students and teachers to gain information literacy skills, technology competencies, and improve integration of instructional technology at all grade levels.
* Spearhead the continuation of curriculum design for developmentally appropriate learning in broad areas of physical computing, digital citizenship & literacy, computational thinking concepts, and online learning and research.
* Offer student and teacher technical support with classroom technology, including but not limited to, Mac Books, iPads, Chromebooks, interactive displays.
* Work with Technology Director to maintain current campus technology goals.
* Support Director of Technology with summer technology and library responsibilities.

**Library Focus:*** Teach and develop a library curriculum that exposes students to children’s literature, information resources, and research methods.
* Maintain and oversee the K-3rd leveled library and the 4th-6th library.
* In coordination with the Director of Curriculum, curate a developmentally appropriate research library as a student and teacher resource.
* Manage daily library routines, databases, evaluate and select new library materials, and coordinate parent volunteers.
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| **Qualifications****Knowledge, Skills and Abilities*** Experience with Mac OS, iOS, Chromebook operating systems
* Proficiency with Google Workspace, Classroom, and Mac OS Applications.
* Experience with, or willingness to learn, new applications and programs as appropriate to the technology curriculum goals.
* Passion for teaching and learning in a library or technology lab setting.
* Ability to adapt teaching style for learners with diverse learning styles
* Understanding of current learning theories and methods of instruction, and their relevance to technology integration, research methods, and elementary library science.
* Ability to communicate effectively in both oral and written forms
* Ability to prepare and implement lessons based on PHPS library/technology goals and objectives
* Strong organizational skills
* Strong classroom management skills
* Strong interpersonal skills to include the ability to work effectively with students, parents, and fellow staff members
* Positive, professional, collaborative work style

**Education and Experience*** Bachelor’s Degree in Education, Master’s preferred.
* 3-5 years teaching experience, preferably in Library or Educational Technology at the elementary level
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| **Additional Duties and Responsibilities***Additional duties of this position may include some or all of the following tasks. Other duties may be assigned.* |
| •Attend Staff Development Meetings•Attend Student Support Team meetings•Assist with student monitoring duty rotation | •Attend Chapel•Attend school events, such as music programs, all school party, graduation |
| *It is the policy of Preston Hollow Presbyterian School to make employment decisions on the basis of qualifications for a specific job without regard to race, color, religion, sex, sexual orientation, marital status, national or ethnic origin, age, veteran status, or the presence of a disability, except where such is a bona fide occupational qualification. Resumes are not considered an application for employment and are active for 90 days after receipt.* |