MEDIA AND TECHNOLOGY STAFFING FOR FLEXIBLE ACCESS/COLLABORATION

POSITION	CERTIFIED	CLASSIFIED	ROLE IN FLEXIBLE ACCESS
SCHOOL LIBRARY MEDIA COORDINATOR	076		▪ Maximize access to all resources through effective management ▪ Provide resources to support the curriculum in a timely manner ▪ Provide instructional support at the point of need (small or large group) ▪ Co-Lead the Media and Technology Advisory Committee (MTAC) ▪ Participate in the School Improvement Team (SIT)
TECHNOLOGY FACILITATOR	079 OR 077		▪ Maximize access to all technology resources through effective management ▪ Provide technology resources to support the curriculum in a timely manner ▪ Provide instructional technology support at the point of need (small or large group) ▪ Co-Lead the Media and Technology Advisory Committee (MTAC) ▪ Participate in the School Improvement Team (SIT) ▪ Serve as liaison between the school and the system-level technology director
FULL-TIME MEDIA ASSISTANT*		Yes	▪ Manage circulation of resources to provide access throughout the day. ▪ Provide clerical assistance for resources management ▪ Provide support for reference and research activities
FULL-TIME TECHNOLOGY ASSISTANT*		Yes	▪ Manage technology resources to provide access throughout the day ▪ Troubleshoot minor technology problems to ensure access to resources throughout the day
TECHNICIAN		Yes	▪ Maintain technology infrastructure, hardware, software ▪ Serve as liaison between the school and system-level technical support staff
Appropriate media and technology assistant staffing supports collaboration by maintaining access to the media and technology resources and facilities while collaborative partners plan and conduct instructional activities.			

ROLES AND RESPONSIBILITIES OF COLLABORATIVE PARTNERS

The integration of school library media and technology programs with instruction is the joint responsibility of teachers, administrators, and media and technology professionals working together to accomplish objectives that support desired outcomes for students.

COLLABORATING PARTNER	RESPONSIBILITY
CLASSROOM TEACHER	- Curriculum content - Learning Styles - Student interest - Initiate collaboration - Facilitate the learning process - Share student data (IEP, AIG, and Testing data) - Chair collaborative meetings
SCHOOL LIBRARY MEDIA COORDINATOR	- Integrate information skills into the core curriculum - Understand the total curriculum - Share resources in a variety of formats - Share instructional strategies - Support small group instruction - Support differentiated learning - Advocate for a collaborative environment
TECHNOLOGY FACILITATOR	- Integrate technology skills into the core curriculum - Understand the total curriculum - Share resources in a variety of formats - Share instructional strategies - Support small group instruction - Support differentiated learning - Advocate for a collaborative environment
RESOURCE TEACHERS	- Integrate skills from their area of specialization with core curriculum content - Support the necessary use of assistive technology resources - Share student assessment data (IEP, AIG)
ADMINISTRATORS	- Allocate time for the collaborative process to occur - Provide financial support for acquisition of information resources - Support flexible access of media and technology programs and resources - Establish expectations for a collaborative environment - Evaluate effectiveness of media and technology programs - Support the leadership role of the school library media coordinator and the technology facilitator
MTAC (Media and Technology Advisory Committee)	- Advocate for a collaborative environment - Participate in the selection of resources - Prioritize budget needs - Facilitate long term plans for the media and technology programs - Evaluate effectiveness of media and technology programs
SIT (School Improvement Team)	- Advocate for a collaborative environment - Distribute media and technology resources appropriately - Facilitate long term plans for media and technology programs - Determine alignment of MTAC recommendations with the school improvement plan