

Job Code:..... 101329
Position #: (PSA)... (E)
Developed by:..... DB
Reviewed by:..... DLJ
Approved by:..... LK
Date.....10/18; 04/19

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Education Materials and Technology
DIVISION: Academic Affairs (Alan Shawn Feinstein College of Education and Professional Studies (CEPS))
REPORTS TO: Director, School of Education, CEPS
GRADE: 11
SUPERVISES: Student staff

BASIC FUNCTION:

Under the administrative review of the School of Education within the Alan Shawn Feinstein College of Education and Professional Studies, provide educational and technology instruction, support, and services to students, faculty, staff, and community members who use the special collections of the Curriculum Materials Library (CML) in Kingston.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Cultivate a collection of education, curriculum and educational technology materials.

Provide effective instruction in information literacy, use of resources for education, curriculum materials, and instructional technology.

Perform administrative duties, such as assisting with annual reports and strategic planning.

Acquire and maintain relevant education technologies specific to educator preparation programs.

Develop collections in education curriculum materials, educational technology materials, and juvenile and young adult literature.

Prepare guides and instructional materials (both print and digital) for both faculty and students.

Hire, train, and supervise graduate students to work with curriculum materials and innovative technology.

Create a welcoming environment conducive to collaborative learning.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties, as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printer, word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in Library and Information Studies, Instructional Technology or Education from an accredited institution; Demonstrated experience working in a school library (K-12) or academic library; Demonstrated knowledge of curricular and instructional materials; Demonstrated knowledge of educational initiatives; Demonstrated experience assessing and developing a collection; Demonstrated experience with instructional technology integration; Demonstrated experience in selection and acquisition processes for both print and non-print resources; Demonstrated strong interpersonal and

verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated eligibility for teacher certification; Demonstrated knowledge of the field of teaching and the profession (such as, curriculum, state, and national standard and instructional strategies); Demonstrated experience in digital learning and literacy; Demonstrated ability to develop and maintain cooperative working relationships with faculty, staff, and students; and, Willingness to keep current with instruction and technology.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.