**Southeast Bulloch Highschool - Interview**

**1. Name of technology coordinator being interviewed.**

Ellen Scripture - escripture@bullochschools.org

**2. What is your title?**

Media Specialist

**3. What type of degree is required for your position?**

Masters in instructional technology

**4. What are your job responsibilities?**

Mrs. Scripture indicated having a multitude of responsibilities that is requested of her throughout the year but narrowed down her general activities to the ones enumerated below.

1. Maintain, admin, instruct, collaborator media center
2. Collection and weeding of the books
3. Public relations, social media correspondent, (with audio visual teacher)
4. Assist stakeholders with instructional media troubleshooting

**5. How are you meeting the needs of faculty and staff during the transition to remote learning this semester?**

The school adopted brand new Promethean smart boards this year, and there has been an operating learning curve that demands a lot of her attention. She, along with the technology liaison, is also in charge of the school allotted chromebooks, to which they received over 1000 to make the school 1 to 1. As the distance learners this year must keep on pace with in-person sessions, it is up to the media center staff to keep the technical side running smoothly as the problems arise. Potentially, the district has a January school return of distance learners. There is a strict protocol for not only distance and in-person students but also any student participating in dual-enrollment. In the beginning of the year they administered jetpacts to rural families with unstable internet. Mrs. Scripture also hosts an annual book club that has been moved online and meets through Google Hangout.

**6. How are you meeting the remote learning needs of students and parents?**

The district offers the online distance learners the opportunity to complete their work virtually through Edgenuity and give parents access to grades and learning milestones through Campus Parent. Teachers also take advantage of the Google Classroom class management software. Outside of troubleshooting technical issues, the media center staff are separate from the day to day operations of a remote learning student.

**7. What are typical daily activities for your job?**

The first thing is to get here early to set up morning announcements and the scrolling teleprompter in the newsroom so the students can do the live news. This is then streamed through a software program called Safari Montage. After the news concludes it must be uploaded to the school website where parents can stay connected to the daily school activities and reminders.

The rest of the day's tasks are scheduled around library visit assignments by class. As the number of people allowed in the library is now limited due to Covid, teachers are given the opportunity to sign up for time slots online. The basic day to day tasks can begin after assisting in any research or technology needs. The first priority is the reshelving of books and desanitizing of used chromebooks.

Next, the requests for any textbooks or novels in the bookroom are processed, ordered, and organized. Any books that are weeded must be taken out of the system and placed on a government reselling website. Students can also request books. The reviewing process of these requests takes some time. Throughout the day, assistance might be needed with the teacher tech in the library such as copying posters, laminating posters, binding books, or the checking out of class set resources.

**8. Do you have a budget that you control? How do you make decisions on selecting resources for your stakeholders?**

The county reports that the media center budget is about $13.03 per student a year, but the number is typically lower. The school principal allots money from the budget to the media specialists for books and other materials to maintain a fully functioning library. There are many media related purchases ordered by the specialists but do not come out of the library budget. Technology such as hardware peripherals or requested software are ordered through a different PO number for the direct use of teachers in their classrooms. These decisions typically come directly from the district. Media center funds not associated with supplies are generally used to refresh collections with relevant texts to student stakeholders. These texts are selected from requests, recommended lists, or based on the Georgia Peach Awards nominee books. Furthermore, a portion of the budget can be used to acquire texts for new teachers.

**9. Have you had an opportunity to impact technology implementation throughout your school? Would you describe a specific example?**

Though almost all technology implementation is made via district legislative committee, Mrs. Scripture has been directly involved in Google school training of students as well as Promethean board training for teachers. Often, an opportunity would arise to assist a class or student with creating videos using editing software such as Windows Movie Maker or Photo Story. Joint enrolled students often come in with more advanced resource needs, and Mrs. Scripture provides guidance through scholarly articles, locating academic website resources, and proper digital citizenship practices through attributions.

**10. Does your school have a technology committee?**

A Media technology committee exists and consists of one person from each department and occasionally one admin. We discuss policy, difficulties encountered in the realm of technology, and solvable school level issues. These issues could be anything from malfunctioning displays to student management in the library. One year, students were caught making out in the back of the library behind the bookshelves. The committee decided to allocate funds to install convex mirrors on the top corners of the Library to make blind spots visible. A common point of discussion is resource, documentary , or video review. Sometimes a parent complains about a use of a particular resource, and the tech committee decides on its academic validity. Last year a complaint was filed about a CNN documentary used buy one of the history teachers on the Holocaust.

**11. How are technology decisions made?**

Principals can introduce or teachers can request certain technology. The principal then gives permission for purchase under a PO number, and the media specialist makes the order with those school funds. The District School Board often adopts, purchases, and delivers technology directly to the schools.

**12. What is the best part of your job?**

Mrs. Scripture’s favorite part of coming into work everyday is being around all the books and having the opportunity to learn more technology developments every year.

**13. What do you find to be the most challenging part of your job?**

Classroom management remains one of the most challenging things about this job. It's often hard to make sure that the kids are coming in and being on task as their learning objective is oftentimes not known. Setting up the book fair potentially online this year is a little intimidating as it has never been done before. LAstly the reinforcement of library missing items is made very difficult as she is restricted to what she can withhold. Currently she can only withhold participation in graduation activities, prom, and application of a parking pass:

**14. What kind of non-standard classes are offered to students outside of academic classes?**

1. Audio & video
2. Business
3. Agricultural
4. Child care
5. Mechanics
6. Medical

**15. What kind assistive technology do you have available for your specific population of students?**

For Assistive technology we have one blind student who has access to a braille machine. We also have many accommodations on our computers for ELL and students who are hard of hearing.