



**St JOHN'S**  
EPISCOPAL SCHOOL

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## **Library and Digital Media Specialist**

**St. John's Episcopal School seeks an accomplished and innovative Library and Digital Media Specialist.**

Located in Rancho Santa Margarita in southern Orange County, St. John's Episcopal School serves over 450 children in early childhood through 8<sup>th</sup> grade. The school was founded in 1988 and operates under the auspices of the Episcopal Diocese of Los Angeles. In accordance with the tradition of Episcopal education, St. John's students are well prepared for secondary education and the challenges of navigating an increasingly complex and diverse world. All programs are designed "to encourage our students to pursue lives of service and purpose."

The School has a fully developed STEAM approach to teaching and learning and is recognized as highly innovative. Recent facility enhancements such as the Johnson STEAM Center (opened fall 2016), a production studio (opened fall 2017), and a new Learning Commons (coming fall 2018) provide cutting edge learning spaces.

St. John's Episcopal School is an Equal Opportunity Employer. It is fully accredited by the California Association of Independent Schools and the Commission on Schools of the Episcopal Church in the Diocese of Los Angeles and is a member of the California Association of Independent Schools, the National Association of Episcopal Schools, and the National Association of Independent Schools.

### **Basic Function**

**Position:** 10-month, full-time, non-exempt with benefits

**Reports to:** Division Principals

**Compensation:** Based upon experience

**Start:** August, 2018

As the latest manifestation of our STEAM approach to teaching and learning, St. John's seeks an innovative, self-starter to open a new "Learning Commons" by developing and administering an integrated school library media program.

### **Major Responsibilities**

- Foster a learning environment that is vibrant, welcoming, conducive to student engagement, a love for reading, authentic inquiry, and collaboration

- Develop knowledge of curriculum in all subject areas and collaborate with teachers to meet learning targets and objectives (including subject area integration)
- Provide leadership and guidance to students and faculty for effectively integrating information and technology literacy skills in curricular practices, and for appropriately utilizing various library technologies and media
- Evaluate, select, procure, and organize print and digital resources and related equipment
- Develop and oversee policies and procedures to ensure efficient operation, services, and facility use for a 21<sup>st</sup>-century library/learning commons program
- Create and implement a results-oriented information and technology literacy skills curriculum integrated with subject area curriculum through partnerships with teachers
- Participate in collaboratively defining and communicating about the role and changing nature of our school library to a 21<sup>st</sup>-century Learning Commons; and, as requested, provide informative presentations to various constituent groups, such as students, faculty, administration, and the broader school community

## Experience/Qualifications

The ideal candidate will have the following experience/qualifications:

- Candidates must hold a B.A. or B.S degree from an accredited college or university; preference will be given to candidates with a Master of Library and Information Science
- Familiarity with national and state standards for information and technology literacy, including the International Society for Technology in Education (ISTE) and American Association of School Librarians (AASL) standards
- Demonstrated understanding of student growth and development from Early Childhood through Adolescence
- Knowledge of and appreciation for a STEAM approach to teaching and learning, curriculum development processes and learning theories, and the research process
- Expertise with technology, including computer operation and troubleshooting, productivity and efficiency software, and basic network knowledge
- Experience with strategic planning, visionary leadership, organizational and budget management skills
- Experience successfully interacting in written and verbal contexts with students, faculty/administrators, and parents

## Personal Qualities

The ideal candidate will embody the following personal qualities:

- The highest standards of professionalism, integrity, and confidentiality
- A strong work ethic with a flexible, open-minded approach to tasks large and small
- The ability to effectively multitask and maintain a positive, friendly demeanor
- A growth-mindset and a desire to lead the implementation of a brand new, 21<sup>st</sup>-century Learning Commons

## How to Apply

Qualified applicants should send a cover letter and resume to [careers@stjohns-es.org](mailto:careers@stjohns-es.org).