



Library Media Specialist

Summary

The Library and Media Specialist will collaborate with Riverstone's teaching staff in the development of student research skills and multi media literacies. The successful candidate will provide leadership in the planning, management and evaluation of school library and/or media programs; to instruct students on a formal and informal basis in skills related to reading, research, production of materials and the use of information and instructional technologies; to provide expertise in acquiring and evaluating information resources in all formats; and, to work collaboratively with members of the learning community to define the policies of the library media program and to guide and direct all library activities.

Employment Classification

The school is seeking to hire two half- time employees who specialize in either Elementary Education or Middle and High School Education. This is a half-time, exempt position scheduled for 20 hours per week, following the teaching staff schedule during the school year. Compensation is based upon Riverstone's teacher salary schedule.

The Elementary School Library and Media Specialist reports to the Director of Elementary Education.

The Middle and High School Library and Media Specialist reports to the Director of the Middle and High School.

Responsibilities and Essential Functions

Media/Technology Skills

- Establishes effective utilization of the media center to which support the curriculum and school's academic goals
- Provides information in a variety of formats to enhance student learning
- Provide sources of outside information such as through ILL, databases, etc.
- Direct, plan, organize and evaluate services essential to the library media program
- Collaborates with staff for the purpose of technology instruction and planning curriculum.
- Facilitates student learning by implementing literacy curriculum and supporting all content areas as well as adapting curriculum for differentiated instruction purposes.

Library Skills – General Library Responsibilities

- Select quality materials based on curriculum, teacher and student needs, interests, and abilities, to maintain a balanced library collection
- Develops strategies and long-range plans which enhance the library and student research skills
- Plans with administrators, teachers and students for effective use of library materials and facilities
- Assist students and staff in identifying, locating, and interpreting information to complete instructional tasks and explore personal interests
- Schedule library media facilities



- Prepare a program-based budget and maintain accounting of expenses
- Collaborates with students, and teachers for the purpose of identifying resource materials for use in classroom and/or class assignments
- Develops long-range program goals consistent with school's strategic vision
- Guide student activities for the purpose of assisting in choosing, evaluating, and utilizing the most appropriate information resources
- Plan, teach, and assess information literacy, literature appreciation, and independent reading in accordance with literacy curriculum
- Promote the library center as a link to the larger school community

Preferred Skills and Experience

- Bachelor's degree in library science preferred.
- Teaching credential preferred but not required.
- Knowledge best practices in teaching, learning, and current digital tools and resources
- Demonstrated level of technical and computer knowledge, skill, and using informational resources in a variety of formats
- Experienced in helping young people use diverse tools to research, discover, and grow
- Experience with integrating technology into the curriculum and research process.
- Knowledge in integrating current instructional technologies into subject matter curriculum
- Proficient in basic technology applications, (i.e. MS Word, Excel) and Google Apps (i.e. Google Drive, Google Docs, Gmail)
- Ability to manage students in a deliberate, creative, and flexible way that fosters a library space that is an essential part of the learning community
- Commitment to professional growth and curiosity in order to improve performance and results.
- Knowledge of ethical and lawful practices in the use of print and digital resources
- Evidence of sound written and oral communication skills
- Evidence of leadership, facilitation, and organizational skills
- Ability to think innovatively and work collaboratively with a team
- Ability to be welcoming, positive, and considerate toward others
- Qualified applicants may have experience in library management or may be beginning their career as an information and media specialist.

Job description effective April 20, 2018