



Due to an out-of-state relocation, Oak Hall Episcopal School (OHES) seeks a full-time Library Media Specialist to commence July 1, 2017, or sooner by negotiation.

OHES is located in Ardmore, Oklahoma. Currently, OHES enrolls 127 students, Early Childhood Three Years Old through the Eighth Grade.

Founded in 1977, the School affiliated with the Episcopal Diocese of Oklahoma in 1990, and moved to its present, purpose-built location in 1996. OHES offers a full curriculum of subjects, religious education classes and daily Chapel. Classroom work is augmented by a variety of afterschool sports, arts, and special interest activities. All classes take place in a safe, nurturing, and joyful learning environment.

Oak Hall Episcopal School is dedicated to the intellectual, creative, physical, social, emotional, and spiritual growth of each student to his or her potential, within a Christian environment in the Episcopal tradition.

JOB DESCRIPTION LIBRARY MEDIA SPECIALIST

The School library is in a purpose-built room and includes over 9,000 volumes.

Responsibilities as Library Media Specialist:

- Provide formal instruction in library skills as well as informal assistance to students and faculty in locating and using library materials
- Plan and teach lessons on children's literature, information resources, search techniques and research methods, both general and in specific subject areas
- Administer the program budget and oversee acquisition and use of space, furnishings, equipment, and resources
- Provide learning space and resources for classroom teachers as needed for research projects
- Build and manage the collection of books and other materials: purchase, process, catalog, shelve, and maintain the collection of print books, audio books, and audio visual hardware
- Work with the faculty to ensure library materials are available to support curriculum
- Modeling and promoting literacy and the enjoyment of reading, encouraging and instilling an appreciation of reading as a lifelong activity
- Administer and oversee the bi-annual book fairs (October and April)
- Administer and oversee the Birthday Book Club program
- Maintain Renaissance Learning

- Update library database
- Coordinate with the faculty regarding the Summer Reading lists
- Maintain and utilize EBSCO
- Organize and train parent volunteers
- Set policies, circulation control, catalog set up, report generation and daily maintenance
- Conduct an annual inventory of library materials and arranging for necessary repair and replacement

Additional Responsibilities Include:

- Administer STAR Reading and STAR Math tests to potential new students during the year, including, at times, during the summer
- Organize the library to be open at prearranged times for Summer Reading and Accelerated Reader testing during the summer
- Attend faculty meetings
- Attend appropriate professional development and training sessions
- Participate in, and contribute to, other School activities and events
- Other duties as assigned by the Headmaster

In addition, the Library Media Specialist has taught weekly classes of Creative Writing to First Grade – Middle School. An interest in this, or the ability to offer another subject would be advantageous. The Library Media Specialist has also been involved in teaching and supervising aspects of the Middle School. These requirements change from year to year, and because of this, a spirit of collegiality and flexibility are essential.

Requirements:

- Bachelor's degree (master's preferred) in a relevant field such as Library Science, Language Arts, or Education, with certification (or the ability to obtain certification) in Library
- Teaching experience
- Ability to organize time and prioritize tasks
- Strong interpersonal and written/verbal communication skills
- Experience managing volunteers
- Genuine affinity for working with children and families in an educational setting
- Sense of humor

The successful candidate will be required to pass a background check and complete the Safeguarding God's Children program.

Interested candidates should send their cover letter, resume, and professional references directly to the Headmaster.

Applications should be received by Friday, February 17, 2017

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