

**JOB DESCRIPTION**  
**LEAD LIBRARIAN AND MEDIA SPECIALIST**

(April 19, 2016)

**Reports to: Director of Information Services**

**POSITION PURPOSE:** To provide the leadership and expertise required to ensure that Graland Country Day School's preschool through eighth grade library learning center program is aligned with the mission, goals and objectives of the school and is an integral component of the school's instructional program.

**GENERAL PURPOSE:** Create a dynamic, globally connected learning center by developing and administering an integrated, leading-edge program that facilitates reading, studying, researching, collaborating, and creating. Provide leadership and implementation of a results-oriented information and technology literacy skills curriculum integrated with core subject areas.

**POSITION EXPECTATIONS:**

**Curriculum and Instruction**

- Continually review, revise, and implement the information literacy and library skills curriculum
- Collaborate and support faculty with integration of information use and research skills within core subject areas
- Instruct library/information services classes cross-divisionally
- Participate in academic achievement data reviews

**Information and Resource Management**

- Provide intellectual, physical and virtual access to print and digital learning materials that are efficiently organized and conveniently sorted according to accepted standards
- Develop, acquire and implement information management systems that enhance the learning center program

**Information Services**

- Provide access to print and electronic information resources
- Train and support students and faculty on effective use of resources
- Provide professional development on the integration of resources into curriculum and instruction
- Offer professional growth opportunities for faculty on topics of current and emerging importance including new information technologies.
- Model cyber-wisdom through the use of social media platforms and other current technologies

### **Reading Promotion**

- Promote literature/author/genre appreciation and critical thinking through such library activities as readers' advisories, literature circles, book talks, clubs and/or recognition programs

### **Library Program Advocacy**

- Confidently communicate the Graland learning center's program vision, goals, and learning objectives to administration, faculty, parents and the wider community to advance the program and its role in the school's learning environment
- Partner with administration to provide knowledge, vision and leadership to plan for change and the future successes of the learning center program so that the library facilities, collection and staffing continue to meet the needs of the school over time

### **QUALIFICATIONS:**

- Master of Library Science (MLS) preferred
- Instructional experience including research processes and knowledge of instructional methodologies, strategies, and pedagogy
- Ability to empower students to be critical thinkers, enthusiastic readers, skillful researchers and discerning, technologically literate and ethical information users and creators
- Demonstrated ability to successfully interact with students and faculty with various backgrounds and skill levels.
- Understanding of how to create and maintain a welcoming environment for all visitors of the learning commons.
- Ability to work with the parent community and parent volunteers.
- Experience in evaluating and selecting print and digital resources
- Depth of experience in technology and its applications
- Communication skills, including the ability to proactively collaborate with students, faculty, and parents
- Understanding of student growth and development
- Demonstrated skills in leadership, organization and budget management
- Familiarity with national and state standards for information and technology literacy including the International Society for Technology in Education (ISTE)