



Media Center Specialist Pensacola, Florida

Mission: Episcopal Day School prepares students for a life of learning and meaningful service in a diverse and global world by providing academic excellence and character formation inclusive of all God's children and grounded in the Episcopal tradition.

Position: Media Center Specialist

Supervisor: Director of Information Technology & Head of Lower School

Status: Full-time Exempt, 10-Month

Episcopal Day School is seeking an experienced Media Specialist to begin in August 2016. The Media Specialist must be well informed of current library trends to manage and oversee a two-campus library system. All students in PreK2 through 8th Grade have access to the Media Center. This position requires teaching of library classes for PreK2 – 4th Grade. Additionally, this position will teach grades K-2 technology skills classes. While students in grades 5 – 8 do not have a formal library class, this position will teach electives for the Middle School students and serves as a resource for Middle School students. This position is also required to lead the annual Book Fair on each campus.

Current technological formats in support of the curriculum include Accelerated Reader reading program, STAR Assessment, CPAA Assessment (ERB Children's Progress), BrainPOP, and ScootPad. The Media Specialist at Episcopal Day School will be required to manage these subscriptions and act as the administrator for the control of users and information.

Library materials include books, encyclopedias, and DVDs. In addition, the media center is stocked with consumables, printers, an interactive projector, a cart of laptops and iPads, and a sound system for presentations and lessons.

The Media Specialist oversees two instructional assistants, one of which will be stationed at the Hilton-Green campus where our younger students learn. Weekly organizational meetings and oversight of both libraries is vital at this time in the school's transition of grades to the Hilton-Green Campus.

The Media Specialist serves in a vital role for EDS and is an active participant in many aspects of day-to-day procedures such as: teaching electives, hosting book clubs for students and/or parents, performing carline/lunch/snack duties, meeting with grade level teachers to help integrate curriculum and support with materials, serving as an active member of the technology committee led by the Director of Information Technology.

A Bachelor's Degree in Library Science is preferred. A minimum of 12 credit hours of library science coursework is required. Knowledge of library science, proficiency in instructional technology, use of databases, and strong organization skills are required. Three years experience in a school setting and/or library is preferred.

Candidates should have: demonstrated excellence in written and oral communication as well as computer literacy and proficiency (word processing/spreadsheets/presentation software, online gradebook); Experience with Google Apps for Education (Gmail, Google Docs); experience with RenWeb; and experience interactive whiteboard technology is preferred.

The school offers a competitive benefits package, including professional development and travel opportunities. More information about the school is available at www.edscc.org.

To apply, please submit a cover letter addressing the characteristics and responsibilities specified above, a current resume or CV, a copy of higher education transcripts (unofficial copies will suffice initially), and a list of at least three professional references. All materials should be submitted electronically as in a PDF format and emailed to cbrown@edscc.org, specifying "Media Specialist Opening" in the subject line.

EDS is an equal opportunity employer. All applicants are considered for all positions without regard to age, race, color, national origin, religion, sex, sexual orientation, marital or veteran status, medical condition, disability, or any other legally protected reason.