



# INSTITUTE *of* NOTRE DAME

## JOB POSTING

<b>ORGANIZATION:</b>	Institute of Notre Dame (IND) 901 Aisquith Street Baltimore, Maryland 21202
<b>POSTED:</b>	May 18, 2017
<b>DEADLINE:</b>	Until Filled
<b>POSITION:</b>	Media Specialist/Librarian/Technology Teacher
<b>TYPE OF POSITION:</b>	Full-Time
<b>STARTING DATE:</b>	August 21, 2017

### DESCRIPTION

The Institute of Notre Dame (IND), located in the heart of Baltimore, offers a unique educational experience for high school girls. Founded by the School Sisters of Notre Dame (SSND), our students are independent young women of strength, compassion and character. IND opened its doors 170 years ago. We share the SSND message of hope, faith and education for all. The urban experience develops our students' inner strengths, increases their depth of character and prepares them for the "real-world." Strong and meaningful traditions connect our girls to the 11,500 alumnae who came before them. Our unique location in a vibrant, creative city affords our girls many opportunities to learn, work, volunteer and enjoy themselves all over Baltimore and beyond. IND is first in Maryland to offer all three programs developed by Project Lead the Way®, the nation's top provider of STEM curriculum—Biomedical Sciences, Engineering and Computer Science. Five new courses, a new dance studio, arts scholarships and planned upgrades to our historic auditorium enhance our already popular Visual & Performing Arts Program. With more than 40 clubs and activities as well as 19 sports teams, our girls have many opportunities to pursue interests outside the classroom.

### SPECIFICATIONS

IND is seeking an energetic self-starter to serve as a Full-time Media Specialist/Librarian/Technology Teacher. The right person will have the necessary expertise and experience to work with students at all levels. The successful candidate will be knowledgeable about information literacy skills and will understand trends in 21<sup>st</sup> century libraries.

### ESSENTIAL RESPONSIBILITIES

- Develop and maintain a collection of resources appropriate to the curriculum.
- Evaluate, promote and use existing technologies to support teaching and learning.
- Understand copyright, fair use and licensing of intellectual property, and assist users with the understanding of same.
- Utilize research databases to assist students and faculty.
- Participate in the curriculum development process.
- Teach four sections of a semester long Introduction to Tech class.
- Other duties as assigned.

### MINIMUM QUALIFICATIONS

#### EDUCATION

- Bachelor of Science or Master of Science degree in Library Science/Reading or Computer Science preferred.
- High school teaching experience and certification preferred.

#### ADDITIONAL SKILLS

- Excellent organizational skills, good written and oral communication skills.
- Familiarity with Microsoft products and applications.
- Familiarity with a One-to-One Tablet PC Program.
- Strong planning and organization abilities.

- Strong contributor in team environments as well as independent contributor skills.
- Professional demeanor.

**SUBMISSION**

Please submit a cover letter, resume and salary requirements to the Principal Christine Szala at [cszala@indofmd.org](mailto:cszala@indofmd.org). All communication and documentation are to be completed electronically. Phone calls will not be received.

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