



**FAITH.
VIRTUE.
EXCELLENCE.**

SCHOOL LIBRARY MEDIA SPECIALIST

St. Barnabas Episcopal School's mission is to empower each student to achieve academic and moral excellence in a faith-filled environment based on God's Word.

Position: Part Time, Hourly

Reports to: Head of School

ROLES AND RESPONSIBILITIES:

Instructional partner

As an instructional partner, works with teachers to build and strengthen student research skills, curricular content and information resources. Demonstrates role as a partner in the educational process by:

- Collaborating with teachers to provide engaging lessons that incorporate multiple literacies and foster critical thinking
- Joining with teachers to plan and implement experiences that will promote a love of reading and lifelong learning

Information specialist

As an information specialist, provides expertise in the selection, acquisition, evaluation and organization of information resources. Ensures access and responsible use of information and materials by:

- Understanding copyright and fair use of intellectual property, and assisting users with their understanding and observance of the same
- Organizing the collection for effective use
- Ordering materials to replace worn and dated items
- Maintaining online database of students and materials
- Issuing overdue notices
- Administering the school library program budget

- Creating and maintaining in the school library a teaching and learning environment that is inviting, safe, and conducive to student learning

Teacher

As a teacher, empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. Plans and implements age-appropriate lessons for PreKindergarten through 5th grade. Supports student success by guiding them in:

- Reading for understanding, for diversity of viewpoints and genres, and for pleasure
- Using information for defined purposes
- Building on prior knowledge and constructing new knowledge

Other

Serves on committees at the direction of the administration. Schedules, plans and oversees two Scholastic Book Fair events annually with support from parent volunteers, one on Grandparents' Day (the Tuesday before Thanksgiving) and the other in the spring, usually the week before the Presidents' Day holiday.

QUALIFICATIONS:

A master's degree from a program accredited by the American Library Association is the appropriate professional degree for a school librarian or a bachelor's degree in education with 12 credit hours in Library Sciences.

St. Barnabas Episcopal School (the "School") is an equal employment opportunity employer. The School does not discriminate in employment, make any employment decisions, or take any employment actions because of race, color, sex, national origin, religion, age, marital status, handicap not affecting qualifications for a particular position, or the disability of a qualified individual with a disability.