

LIBRARIAN, MIDDLE SCHOOL

Job Information

Job Title	Librarian, Middle School
Location	Durham, North Carolina
About Duke School	Founded in 1947, Duke School has as its mission to "inspire learners to boldly and creatively shape their future." Duke School offers an exceptional project-based learning environment that seeks to develop high-level analytical and critical thinking skills in all of its students. Duke School is a preschool through 8 th grade day school enrolling approximately 500 students.

Reports to: Middle School Division Director

Supervises: Library Volunteers

Job Goals: To ensure that students and staff are effective users of ideas and information

To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information

To instill a love of learning in all students and ensure equitable access to information

To collaborate with classroom teachers and specialists to design and implement lessons and units of instruction

To provide the leadership and expertise necessary to ensure that the flexibly scheduled school library program is aligned with the mission, goals, and objectives of the school and is an integral component of the learning/instructional program

Position Description:

ROLES AND RESPONSIBILITIES

Leader

As a leader the school librarian creates an environment where collaboration and creative problem solving thrive. The school librarian is an excellent communicator who instills enthusiasm in others by making them feel that they are important members of a team. Strong leaders foster an environment of creativity, innovation, and openness to new ideas, welcoming and encouraging input from others to create consensus. They anticipate future obstacles and continually retool to meet challenges. The school librarian demonstrates his or her role as a visible and active leader within the school community, an advocate for the library program, and a professional member of the school library community by:

- serving on Media Advisory Committee and other committees as defined by the Division and Curriculum Directors.
- taking an active role in school improvement and accreditation activities
- benchmarking the program to school, state, and national program standards
- sharing expertise by presenting at faculty meetings and at in-service as needed
- creating an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff
- sharing with the learning community collaboratively developed and up-to-date policies concerning such issues as materials selection,

circulation, reconsideration of materials, copyright, privacy, and acceptable use

- collecting and analyzing data to improve instruction and to demonstrate correlations between the SLP and student achievement
- maintaining active memberships in professional associations
- remaining current in professional practices and developments, information technologies, and educational research applicable to school library programs
- maintaining timely communication to stakeholders through the school and library website, and/ or parent newsletter

Instructional Partner

As an instructional partner the school librarian works with teachers, Director of Innovation to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources. The school librarian demonstrates his or her role as an essential partner in the instructional process by:

- participating in the curriculum development process to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners
- collaborating with teachers to design and support engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking
- joining with teachers and Division Director to plan and implement meaningful experiences that will promote a love of reading and lifelong learning
- providing and planning professional development opportunities within the school and with all staff, including other school librarians

Information Specialist

As information specialist, the school librarian provides leadership and partners with the Director of Technology Curriculum and Innovation in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical

use of information. The school librarian ensures equitable access and responsible use of information by:

- in accordance with school policy, developing and maintaining a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community
- cooperating and networking with other libraries, librarians, and agencies to provide access to resources outside the school
- modeling effective strategies for developing multiple literacies
- in partnership with the Director of Technology Curriculum and Innovation evaluate, promote, and use existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers.
- understanding copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same
- organizing the collection for maximum and effective use

Program Administrator

As program administrator, the school librarian works collaboratively with members of the library team to define the policies of the school library program, and to guide and direct all activities related to it. The school librarian maximizes the efficiency and effectiveness of the school library program by:

- using strategic planning for the continuous improvement of the program
- ensuring that school library program goals and objectives are aligned with school and school long-range strategic plans
- using effective management principles, including the supervision of personnel, resources, and facilities, in developing and implementing program goals and objectives
- using evidence of best practices, particularly in terms of learning outcomes, to support program goals and planning
- generating evidence in practice that demonstrates efficacy and relevance of the school library instructional program

- conducting ongoing action research and evaluation that creates data that is used to inform continuous program improvement
- supervising library volunteers
- preparing, justifying, and administering the school library program budget to support specific program goals
- establishing processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed
- creating and maintaining in the school library a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning
- selecting and using effective technological applications for management purposes
- arranging for flexible scheduling of the school libraries to provide student accessibility to staff and resources at point of need
- ensuring equitable physical access to school library space by providing barrier-free, universally designed environments.

Terms of Employment: Teacher work year (80%)

Evaluation: Performance of this job will be evaluated in accordance with school policies.