

Library Media Specialist

Department: Lower School Design Technology
Supervisor: LS Head

Job Type: Full-Time, 10 months

FLSA Classification: Exempt

Position Purpose: Develop and teach the Lower School library media curriculum that embeds 21st century skills to integrate instructional technologies and grow student research skills that is aligned with the mission, goals, and objectives of the school. Provide leadership and expertise to be a resource to Lower School staff to maximize student learning and improve teacher efficiency in all aspects of the Lower School, including the Early Childhood Center.

Essential Functions:

- Conduct direct instruction for 30 minutes per week to PreK 4-5th Grade students
- Develop curriculum activities to meet students' needs and interests that motivates students love for literacy and research to enrich their learning experiences
- Guide students to become ethical users of information
- Evaluate and monitor student progress
- Provide periodic feedback to homeroom teachers regarding student progress and conduct
- Seek solutions to expand the presence of technology and innovation across multiple disciplines and grade levels throughout the Toddler-12 school environment
- Build and strengthen connections between student information and research to provide instructional support to teachers through co-teaching, modeling, collaborating, researching, and developing resources utilizing different types of media
- Model and promote the effective use of appropriate instructional technology and research forums in the classroom for teachers and students
- Assist teachers in accessing a variety of media and digital tools to more effectively differentiate instruction in order to accommodate the needs of students
- Provide current, relevant training and materials for faculty individually and in groups
- Work directly with students for technology support and education, including leading occasional lessons
- Manage the requisition, acquisition, organization, utilization, maintenance, and inventory of all LS Media Center and Library resources
- Create and curate resources and provide support for educators and students on the implementation of media to enhance learning experiences.
- Conduct professional development for faculty to utilize technology tools (including curriculum applications, online textbooks, databases and other educational research tools) to support student instruction.
- Provide monthly current, relevant parent education communications/sessions to educate the community and foster parent involvement.
- Communicate with the Director of Marketing to champion and promote events/projects within the library
- Participate in vertical collaboration with other divisions and grade levels to ensure the seamless streamlining of curriculum
- Collaborate with the LS Division Head and Assistant Heads, the Design Technology Team, the LS PYP Coordinator and classroom teachers on innovation and library/media integration needs.
- Support MS and US faculty in the articulation and vertical alignment of student research skills and academic honesty.
- Help establish appropriate school policies for library and media
- Maintain personal commitment to professional growth by remaining current in research, trends, emerging technologies, and best practices, and engaging in continuous professional learning
- Become knowledgeable in the IB program
- Be a team player; cheerfully participate in and/or assist with other duties and routines regularly

part of a school environment

- Be a role model of integrity and professionalism
- Adhere to School policies as described in the Employee Handbook and other materials
- Meet regular attendance requirements, including attending division and other school meetings, professional days, graduation, and other required events
- Other duties as assigned