



THE SUMMIT
COUNTRY DAY SCHOOL

Job Description

Title:	Library and Digital Literacy Specialist
Department:	Lower School
Position Type:	Contract
Reports To:	Lower School Director
Schedule:	Academic Year per Contract

Job Summary:

The Library and Digital Literacy Specialist empowers students to be curious, creative and critical thinkers, enthusiastic readers, skillful researchers and ethical users of information.

Duties and Responsibilities:

- Conducts four daily 45 minutes lessons for students in grades 1-4, on a 5 day rotating schedule that includes a 30 minute lesson and 15 minutes of check-out time. Lessons are based on library skills, social skills and research using databases, eBooks, writing skills and exploring other cultures. Topics may vary to meet the needs of teachers and interests of students.
- Identifies informative and entertaining programs on a variety of topics that fit within our traditional library and digital literacy programs.
- Manages, develops and delivers creative library programming in an innovative environment.
- Performs general troubleshooting and maintenance of Lower School library
- Researches and recommends necessary print and electronic resources.
- Assists in the promotion of library services through tours, outreach, demonstrations and displays.
- Exhibits flexibility to change direction and priorities based on needs of the school and executes other job-related duties and projects as assigned.

Job Specifications:

- Master's Degree in Library and Information Science (MLIS)
- Ohio Department of Education certification required.
- Experience working in Lower School setting strongly preferred.
- Excellent organizational skills.
- Proficient in Microsoft Office Products including Word and Outlook
- Ability to work independently and in a team environment.
- Ability to inspire imaginations and create a gathering place for the Summit Lower School community through a "whatever-it-takes" work ethic and team-centric attitude.
- Proficient knowledge of online research, emerging technologies and Microsoft Office© Products
- Ability to communicate clearly in oral and written formats, present information and respond to requests from the Lower School community.
- Ability to speak publically on areas of expertise to a live audience such as potential new parents, current parents and workshops on campus.
- Frequent standing, stooping, bending, kneeling, pushing and pulling. Occasional lifting of up to 50 pounds.

This job description is not a "contract" between The Summit Country Day School and you. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of you. It is a list of the core responsibilities/functions of the position. The job description duties may be changed at the discretion of the Head of School and/or designee and you may be asked to perform duties that are not listed on the job description.

Signature

Date

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