



## HAWAII BAPTIST ACADEMY JOB DESCRIPTION

**JOB/POSITION TITLE:** Beginning in the academic year 2025-2026 Library/Multimedia Specialist

**OFFICE/CAMPUS:** Faculty/Bento Elementary

**REPORTS TO:** Principal

**STATUS:** 10 Months, Full-time, Exempt

**SALARY RANGE:** \*\$50,484 to \$83,160

**PRIMARY PURPOSE:** Provide a learning resource center of instructional materials and technology for students and teachers. To provide instruction to students in the areas of literacy and multimedia with a focus on being an effective communicator. And, provide support and assistance to the faculty, staff, and administration on technology integration.

### **ESSENTIAL DUTIES/FUNCTIONS:**

#### Library/Multimedia Instruction

- Instruct students in Library/Multimedia class by implementing lesson plans and learning targets
- Inspire creativity and innovation (solve problems) through multimedia assignments
- Collaborate with teachers regarding grade level projects and literacy integration.
- Promote literacy on campus via Book Fair etc...
- Keep apprised of current teaching and assessment methodologies
- Engage in self-reflection and continuous improvement
- Design and evaluate developmentally appropriate curriculum for Library/Multimedia
- Design and develop Multi-Media curriculum with focus of media as an effective form of communication
- Design and develop Digital Citizenship curriculum with the assistance of the Innovation and Discovery Center Resource Assistant
- Prepare daily lesson plans and materials that engage and challenge students
- Motivate and challenge children to learn
- Monitor student behavior and administer a discipline plan fairly and consistently
- Communicate with parents as needed
- Supervise students (i.e. playground, cafeteria, classroom, and field trips)
- Advisor for a club in Library/Multimedia (1x per week)

#### Library Management

- Maintain a current and relevant collection that supports curriculum needs as well as reflects the needs and interests of the faculty and student body.
- Review, order, and process books
- Maintain and update online catalog system, online resource databases, and subscriptions
- Weed collection on an ongoing and regular basis
- Maintain an attractive, inviting, and organized facility that supports academic and recreational learning.
- Maintain a circulation system that effectively manages borrowing, fines, requests, etc.
- Manage Library/Media/Tech budget
- Supervise the Library
- Gain membership in appropriate local and national professional associations (e.g., Hawaii Association of School Librarians, Hawaii Association of Librarians, etc.)

### Technology

- Partner with the Innovation and Discovery Center Resource Assistant
- Consult, support, and provide training to faculty for the integration of technology in curriculum.
- Collaborates with teachers to integrate technology projects that broaden and enhance students' learning experiences
- Advocates the use of relevant technologies to enhance teaching and learning by recommending and incorporating best practice technology integration strategies that enhance learning.
- Serve on the Technology Committee and act as liaison between teachers and the Technology Department during major initiatives.
- Collaborate with HBA upper campuses (middle school, high school, digital school) to align initiatives and plan for school-wide technology in-services.
- Maintains current knowledge of technology and instructional best practices that relate to the use of technology.
- Researches current and emerging technologies to determine applicability in a differentiated learning environment.
- In collaboration with the Curriculum Coordinator and administration, researches, reviews, and recommends the selection and acquisition of online subscriptions and resources, software, and hardware that effectively support the curriculum and goals for student achievement.
- Attend core curricular training that incorporates technology.
- Participate in professional activities to keep current with latest technologies (e.g., conferences, committees, workshops, meetings, etc.)
- Coordinate technology requests with LAN Manager

### **OTHER DUTIES/FUNCTIONS:**

- Share the love and faith in Jesus Christ with students.
- Assist the principal in providing an atmosphere conducive to learning and teaching.
- Attend meetings, workshops and school functions
- Other duties as assigned

### **CORE VALUES OF HBA:** An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

### **WORKING CONDITIONS:**

- Equipment and Software Use: Computer, Smart Board/SmartTV, Digital Camera, iPad, Chromebook, Google docs/calendars/forms, Blackbaud, Google Classroom, SeeSaw
- Work Hours: 7:30 a.m. – 3:00p.m., Monday – Friday. Some weekday after-hours and weekend work may be required. Occasional outside workshops and conferences (even during the fall, winter, spring, and summer breaks) may be required.
- Mental Demands: Ability to see both overall picture and detail. Ability to do long-range planning. Exercises good judgement, able to make sound decisions, ability to manage multiple projects simultaneously.
- Physical Demands: Ability to stand for long periods of time. Flexibility in moving with children. Ability to move materials weighing up to 35 lbs.
- Social Demands: Ability to communicate clearly and effectively with all stakeholders in friendly and concise ways.

#### **QUALIFICATION REQUIREMENTS:**

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Knowledge in core subject area. Understanding of child development. Strong organizational skills. Able to communicate effectively with students and colleagues. Ability to work with a variety of people; team player. Ability to motivate others to reach their fullest potential. CPR, First Aid, and AED training is required.
- Technology: Experience using various presentation software, Adobe software (E.g. Illustrator), Google and Apple software (E.g. Google Suite, iMovie, iOS)
- Education/Training: Bachelor’s or Master’s degree in Library Science from an accredited college or university
- Experience: Minimum of three (3) years teaching at the elementary school level.

*\*The pay rate reflects the range of pay for faculty, which is dependent upon education degree and years of relevant experience.*