



# Bishop Grimes Jr./Sr. High School

Faith • Academic Excellence • Service

## LIBRARY MEDIA SPECIALIST

### DESCRIPTION

Bishop Grimes Jr./Sr. High School is seeking a Library Media Specialist (LMS). Bishop Grimes is a Catholic school serving students in grades 7-12 with approximately 350 students. The school's library is well-maintained with a large reading area, over 10,000 books, a lab, maker space supplies, an iPad cart, projectors, and several computers. Bishop Grimes also has a school-wide 1:1 Chromebook program that the LMS manages with the help of the diocesan IT director. Students visit the Library from classes and study halls. Bishop Grimes is in the candidacy phase of becoming an International Baccalaureate World School which places an emphasis on research skills and academic honesty/integrity. The school uses OPALS library automation software.

### GENERAL RESPONSIBILITIES

The position is responsible for serving in four interrelated roles within the school: Leader, Teacher and Instructional Partner, Program Manager, and Information Specialist. In fulfilling these roles, the LMS is responsible for working collaboratively with school administration and staff to develop a library program that supports the curriculum; provides instructional leadership for the teaching of literacy skills and academic integrity; develops and maintains a media center collection rich in both print and non-print materials; and manages the media center as a flexible, multi-task learning environment. Above all, the successful LMS will work tirelessly to instill a love of lifelong learning in all students.

### ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.)

#### LEADER

- Work collaboratively with colleagues and administration to establish evidence-based, measurable goals driven by the school's mission and objectives while assisting with the evaluation of the effectiveness and quality of the school library program.
- Ensure the effective integration of the American Association of School Librarians' learning standards and the New York State Information Literacy/21<sup>st</sup> Century Learner Standards/Skills through the use of coaching and cooperative teaching methods.
- Serve as an advocate for the school's library programs and services, both within and outside of the school including with area public schools and local colleges/universities, by utilizing a variety of communication and technology tools.
- Maintain frequent and timely communication with stakeholders through an effective online school library media program presence and other formats such as presentations, e-mail, newsletters, reports, and articles.
- Participate in professional growth activities that result in enhanced knowledge of best practices in school library programs.
- Lead colleagues through staff development programs that incorporate best practices in the use of information resources, multi-media technology applications, and online learning.
- Collaborate with staff, administration, and local BOCES representatives to select, implement, and adapt information literacy skills in support of curriculum across all content areas.

#### INSTRUCTOR and INSTRUCTIONAL PARTNER

- Lead by modeling and teaching the skills necessary to access, evaluate, and use resources effectively and responsibly.
- Collaborate with classroom teachers to develop assignments that are instructionally sound and include key critical thinking, literacy, and social skills as well as instructional technology.
- Instruct students and staff in information and technology literacy skills, including reading for understanding, the research process, engaging inquiry, collaboration, critical thinking, developing multiple literacies, and understanding copyright, fair use, and licensing of intellectual property.

- Create partnerships by attending grade level/department/pedagogical leadership team meetings, reviewing road maps/syllabi, and serving on additional school committees such as the school's Accreditation Implementation Team.
- Provide active learning experiences and opportunities to meet the diverse needs of students.
- Assess student learning before, during, and after lessons; alter instruction to meet group/individual needs.
- Promote reading in traditional and innovative ways such as social media, digital media, and print.
- Develop initiatives to encourage and engage learners in reading, writing, and listening for understanding and enjoyment. This may include book clubs, reading programs, reading initiatives, or other special events.
- Collect and analyze data to improve instruction and to demonstrate correlations between the school library programs and student achievement.

### **PROGRAM MANAGER**

- Create and maintain an inviting, safe, inclusive, and respectful learning environment that fosters intellectual inquiry.
- Collaborate with teaching staff to create an environment that is conducive to active and participatory learning and ensures resource-based instructional practices.
- Ensure flexible and equitable access to resources that support the student's academic and personal learning needs.
- Develop and maintain an up-to-date, culturally diverse collection of print and non-print resources appropriate to the curriculum, the learners, the teaching styles, the instructional strategies used, and reflect students' interests, while also being mindful of the school's Catholic identity.
- Use available statistics to make data-driven financial and program development decisions regarding the library collection and program.
- Manage the implementation, distribution, and collection of the school's 1:1 Chromebook initiative.
- Manage the duties and responsibilities of volunteers and any support staff in the media center.
- Manage and serve as the Department Chairperson of the Library Media Center and Technology Department.

### **INFORMATION SPECIALIST**

- Provide leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats.
- Ensure equitable and ethical use of information.
- Teach students to follow an inquiry process as they ask questions, evaluate, and collect information from multiple sources to construct understanding by thinking critically.
- Encourage the use of instructional technology to engage students and to improve learning.
- Provide 24/7 access to digital information resources for the entire learning community.
- Assume a leadership role in modeling and teaching the skills necessary to access, evaluate, and use resources effectively and responsibly for students, staff, and administration.
- Work with staff, administration, and other specialists to ensure that information literacy skills are embedded systematically throughout the school and the library instructional program.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must have an extensive knowledge and understanding of the concepts, principles, and methodologies of teaching and learning and of current practices in library media sciences. Must possess the ability to develop instructional goals for students; to manage print, non-print, and electronic collection of curricular support materials and equipment; to prepare and monitor departmental budget and public school funds; to provide work direction to others; to collaborate with other instructional personnel; to communicate instructional goals to others effectively, orally and in writing. Must have expertise in basic technology, including computer operation, productivity software, and basic network knowledge. Demonstrated ability in decision making, organization, problem analysis, conflict resolution, interpersonal relationships and planning. Understanding of and commitment to the mission and ministry of the school's Catholic identity.

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree and/or Master's Degree, NYS Certification for Library Media Specialist (or working towards certification)

### **PHYSICAL REQUIREMENTS**

The position requires standing/walking, sitting, lifting up to 30 lbs., repetitive hand movements (including simple grasping, pushing/pulling, fine manipulation), bending, squatting, kneeling, climbing, and reaching. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### **SPECIAL REQUIREMENTS**

Completion of Child/Vulnerable Adult Protection Program entitled "Protecting God's Children." Candidate will be provided with additional information and dates of training at a later time.