



Media Specialist

Responsibilities:

- Design and facilitate engaging learning experiences that develop multiple literacies (information, media, visual, digital, and technological) and encourage lifelong learning
- Select books to support classroom curriculum needs and developmental needs of readers
- Provide library instruction to Lower School students as a regularly scheduled enhancement class
- Collaborate with teachers to enhance in-class instruction by providing related library resources and topics
- Provide library instruction for Middle School to include genre studies, book talks, plagiarism prevention, etc.
- Actively promote a love of reading
- Coach and oversee the Elementary and Middle School Battle of the Books program
- Assist students and faculty in locating reading and/or research materials
- Assist in all typical library activities including, but not limited to, collection evaluations, weeding, cataloging, processing, inventorying, and creating and maintaining displays
- Organize seasonal Book Fair
- Participate in committee work, faculty meetings, and other duties as scheduled
- Maintain a positive attitude and conduct oneself professionally with respect to students, faculty, parents, and the community
- Exhibit strong classroom management
- Perform other projects and duties as assigned
- Develop seasonal library programs to encourage reading

Qualifications:

- NCDPI current 076 license
- Attention to detail, organizational skills, and capacity for follow-through
- Working knowledge of database computer programs used by the library (Follett Destiny, World Book Online, Epic)

- Excellent written and oral communication skills to facilitate effective communication with students, parents, colleagues, and supervisors
- A strong desire to work in a collaborative learning community employing a growth mindset and participating in ongoing professional development during the school year and summer