



## Library Media Specialist

### ABOUT KENNEDY CATHOLIC HIGH SCHOOL

John F. Kennedy Catholic High School is a private Catholic high school, dedicated to providing quality Catholic education to all students, committed to fostering young people's relationship with God, devoted to educating the whole person and driven to inspire a life-long commitment to learning and service.

### JOB SUMMARY

The library specialist provides a library program that supports the curriculum by providing resources and training so that both students and teachers become independent users of information.

### Purpose/Duties

To implement and oversee the library and library media program including evaluation and selection; ordering and processing; utilization of media; organization of the library collection; circulation of materials and management of instructional equipment. To provide information, media and literature in a variety of forms and for diverse purposes; to serve as an advocate and support for information access; to ensure that the library/library media operations and resources are a fully integrated part of the instructional program of the school.

### QUALIFICATIONS

#### Education & Experience

- Library endorsement or professional certification
- Librarian experience
- Current teaching credential
- Master of Library and Information Sciences preferred
- Skill in applying technology in education
- Recent classroom experience, high school teaching background preferred

#### Knowledge, Skills and Abilities

- Ability to be flexible and resourceful
- Desire to work with students from a variety of cultural backgrounds
- Possess the knowledge and skills to develop positive interpersonal relationships
- Good organization and management skills
- Desire to collaborate with colleagues

#### Job Goals:

- To ensure that students and staff are effective users of ideas and information;
- To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information;
- To instill a love of learning in all students and ensure equitable access to information;

- To collaborate with classroom teachers and to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness.
- To provide the leadership and expertise necessary to ensure that the school library media program is aligned with the mission, goals, and objectives of the school and the school district, and is an integral component of the learning/instructional program (\*from ALA-AASL website)

**Responsibilities:**

- Maintain and balance library budget
- Collection development of library materials, following a CD policy to ensure alignment with school mission and curricular needs
- Supervise Library Aides and Library Assistant
- Create interactive and passive library displays and programs to create excitement for library use and promote activities in other areas of the school (Día de los muertos, French Week, Homecoming, Catholic Schools Week, etc)
- Conduct workshops or lessons on research skills, the research paper, digital citizenship, Banned Book Week, Web 2.0 tools, incorporation of various media, and do book talks for teachers upon request.
- Maintain library website, check links on a regular basis, add Web 2.0 and general electronic resources for student and teacher access.
- Stay current on best practices for libraries and on electronic and print resources for YA and curricular needs
- Supervise students before school, during classes, and during lunch time while in the library
- Create a welcoming environment for students and teachers
- Participate in professional development and maintain contacts with other school library professionals
- Reports to Principal or designee
- All other duties as assigned

Apply through AppliTrack by going to the Office of Catholic Schools website at <http://www.ocswv.org/>, additionally, email your cover letter and resume to Peggy Cunningham, Assistant to the President, [cunninghamp@kennedyhs.org](mailto:cunninghamp@kennedyhs.org) or mail to: Kennedy Catholic High School Attn: Peggy Cunningham 140 S. 140<sup>th</sup> Street Burien, WA 98168-3496.