

Library/ Media Specialist

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| Job Family: | School | FLSA: Exempt/Non-Exempt |
| Salary Grade: | Hourly/Salary | Type: Part Time/ 3.5 Days |
| Reports to: | Principal | Status: Non-Rostered |

Trinity Lutheran School exists as a ministry to the congregation and to the community. The purpose of Trinity Lutheran School is to strengthen children in their faith that they may grow in knowledge of our Savior, in love for Him, serving Him and:

1. to help children discover and develop their God-given talents and abilities, that they may use them to His glory and for the benefit of their fellow man.
2. to cooperate with and assist parents in leading their children into successful, useful, and purposeful living.
3. to maintain high standards of early childhood, elementary, and junior high school education integrated with and related to the teaching of God's Word for the development of the whole child.
4. to develop the kind of Christian character which would make the graduates of our school leaders in the church, in the community, and in the world of tomorrow.

Believing that as we come to know our Savior better, our love for Him and each other will increase, the Board for Christian Education endeavors to provide a wide variety of Christian education experiences for its students.

Position Summary:

To ensure Jesus remains at the forefront in our library and in materials inventoried and given to students. To direct and manage the School Library and Media Center, teach the essential of research and provide necessary books, videos, and computers necessary for the K-8th students. To provide leadership to the staff in the areas of literature, research and resources normally available through a school research center/library.

Key Duties:

- 1) Ensure that the collection of 14,000 books (fiction, non-fiction, biographies), and videos are current, appropriate for our Christian School and meet the needs of the staff and students for grades kindergarten through 8th grade by monitoring their needs. In addition maintain the functions of inventory, cataloging, circulation and reports.
- 2) Responsible for budget and purchase of books, videos, audio visual equipment and those items necessary for the function of the Media Center. Maintaining current contracts with Follett and Accelerated Reader library systems.
- 3) Responsible for developing, creating and maintaining programs to enhance external funding for the Media Center. Examples are but not limited to: two annual book fairs, UCS Drug Free School monies, Campbell's labels and Boxtops for Education and the Birthday Book Club.
- 4) Supervise and recruit an adequate volunteer staff to operate the Media Center. Develop a core staff that will assist in book checkout, filing, inventory, Accelerated Reader prize distribution, and collection of Campbell's labels and Boxtops, and hosting of book fairs.

- 5) Provide a comprehensive Accelerated Reader Program by developing an interesting and appropriate collection of fiction and non-fiction books for students while ensuring the tests adequately demonstrate good reading skills. The program also includes prizes for levels of achievement and an annual awards breakfast.
- 6) Maintain an adequate number of chrome books and pc's for students to do research, AR tests and a digital card catalog system. Inputting and deleting books from the cataloging system as necessary and interfacing with the Follett Library vendor to ensure the system is updated and efficient. Correcting systems problems as they arise and performing back up for all systems data.
- 7) Teaching students in grades Kindergarten through 8th grade in the use of libraries, methods of research from books and the Internet and consulting with the teaching staff to ensure they have adequate materials for the wide-variety of topics the students will research. Providing teaching programs for the students on such things as the wise use of media and instruction on parts of a book (table of contents, index, glossary etc.)
- 8) Arrange appropriate speakers for student's assemblies, such as: visiting authors, Internet Safety, and visiting illustrators. Assist the principal in arranging for guest speakers as needed.
- 9) Offer special events like the following: book reviews/or talks, lead some grades through an author study, involve older grades with younger and read books to them, highlight books in library that match school themes.
- 10) Develop Policies and procedure to ensure efficient operation, services and facility use for a school library media program.
- 11) Stay up to date on school library media trends. Attend staff meetings and update the staff on related topics and or upcoming events or programs.

Minimum Requirements:

- An Associates College Degree and/or relevant job training working with students, volunteers in the areas of school and business necessary to operate a library/media center.
- Possess enthusiasm for the subject matter and the organizational and communication skills necessary to manage the programs for which he/she is responsible.
- A person of spiritual maturity deeply committed to Christ and the cause of Christian education.
- Know, rehearse, and be able to execute basic first aid, CPR, and school emergency procedures.
- Pass a background check that includes being fingerprinted.
- Be able to meet physical demands as follows: talk, see and hear, frequently stand, occasionally sit; walk; use hands and fingers to handle, or feel or reach, occasionally lift and move up to 75 lbs.

*Love the LORD and follow His plan for your lives.
Cling to Him and serve Him enthusiastically.*

Joshua 22:5