

Job Description: LIBRARY MEDIA SPECIALIST

Guadalupe Centers Schools are a free, open enrollment, public charter school currently serving students in Pre-K and in grades K-12. Guadalupe Centers Schools are part of the Guadalupe Education System (GES) under Guadalupe Centers, Inc. It is sponsored by the University of Central Missouri. The vision of GES is to empower students to succeed in college and their chosen professions by providing a rigorous and enriching learning experience that develops highly educated, socially conscious, culturally competent, contributing members of society.

SUMMARY: To provide all students with an enriched library environment containing a wide variety and range of materials that will support the rigor of the Missouri Learning Standard and aid all students in acquiring the 21st century skills needed to take full advantage of library resources. The incumbent will collaborate with the Teaching Methods Coach and Instructional Technology Support Teacher to bring technology integration to a higher level across the entire school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

With students:

1. Elementary librarians teach weekly library classes using the KCPS library curriculum.
2. Secondary librarians teach research and reference lessons to support classroom instruction.
3. Promotes appropriate conduct of students using library facilities.
4. Helps students to develop habits of independent reference work and to develop skill in the use of digital and print reference materials in relation to planned assignments.
5. Counsels with and gives reading guidance to students who need reading support or have unusual intellectual interests.
6. Makes provisions for being available to students and parents for educational purposes outside the instructional day, when appropriate.

With teachers:

1. Collaborates with teachers in the selection of books and other instructional materials and makes library materials available to supplement the instructional program.
2. Informs teachers and other staff members concerning new materials in the library.
3. Maintains a comprehensive and efficient system for cataloging all library materials and instructs teachers and students on use of the system.
4. Arranges for interlibrary loan of materials of interest or use to teachers and students.
5. Collaborates, develops and presents a lesson using digital and print materials in support of a larger class project.
6. Train staff on digital and print resources (MoreNet, Public Library, Building-specific resources, etc.) available to students for independent research.
7. Work collaboratively with Teaching Methods Coaches and Instructional Technology Support Teachers to provide support in incorporating research skills in the classroom.

Building Level Responsibilities:

1. Operates and supervises the Library(s) to which assigned.
2. Circulates books on a weekly basis to all students (K-12) in support of independent reading.
3. Manages the Library budget to spend all monies in an appropriate and timely manner.
4. Evaluates, selects, and requisitions new library materials with input from teachers.
5. Evaluates the collection and removes obsolete or worn materials.
6. Arranges frequently changing book-related displays, bulletin boards, and exhibits of interest to students.
7. Serves as part of a School-Wide Technology Committee.
8. Ability to use Instructional Technology.

District Level Responsibilities:

1. Attend monthly librarian meetings.
2. Attend district-wide professional development on library skills, technology implementation, and other key curriculum and instruction PD as needed.
3. Attend assessment training on district and state on-line assessments as needed.
4. Participates in the exchange of library books/materials between schools and member libraries by regularly checking the POSH report and fulfilling holds.

SUPERVISORY RESPONSIBILITIES: None

REQUIRED QUALIFICATIONS:

- Bachelor's Degree
- Missouri State Certification as School Librarian (K-12) or Library Media Specialist (K-12)

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This job requires that the employee be able to: sit, stand, walk, speak, hear, use hands, fingers, reach with hands and fingers; bend, stoop, lift objects of at least ten pounds. Job requires the employee occasionally to stoop, kneel, crouch or crawl. Visual ability requires mono and color vision, close vision, distance vision, depth perception and ability to adjust focus.

APPLY BY: PLEASE COMPLETE AN APPLICATION WHICH MAY BE FOUND AT WWW.GUADALUPECENTERS.ORG UNDER *EMPLOYMENT OPPORTUNITIES*. IF A POSITION REQUIRES A DEGREE, PLEASE ATTACH COPY OF TRANSCRIPTS/AND OR/ DEGREE CERTIFICATE TO YOUR APPLICATION. OTHER ATTACHMENTS SUCH AS COVER LETTER OR RESUME CAN ALSO BE UPLOADED AND ATTACHED TO THE APPLICATION.

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