

POSITION DESCRIPTION

Job Title:	Media Specialist	Date:	August 2022
Department:	Media/Technology Center	Last update:	August 2022
Reports To:	Principal		
Status:	X Exempt Non-Exempt	Classification:	11 Months
	X FT PT		

POSITION SUMMARY:

The Media Specialist oversees the daily operation of a modern Media and Technology Center by providing expertise to ensure that the program is aligned with the mission and goals of The Academy of the Holy Cross. The Media and Technology Center serves as an integral part of the instructional program, as a place of research, collaboration, and student study.

MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic College preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

The Media Technology Center ensures that students, faculty and staff are effective users of ideas and information. Empowers students to be critical thinkers, skilled researchers and enthusiastic readers. Promotes life-long and ethical learning for the entire school community.

PRINCIPAL RESPONSIBILITIES:

- Provide access to high-quality, reliable information
- Develop a collection of resources appropriate to the curriculum, to the learners, and to the diverse teaching styles and instructional strategies used within the school
- Purchase materials including databases, books, e-books, periodicals, etc. and oversee the process to add such items to the existing collection
- Communicate vendors; approve licensing agreements
- Collaborate with classroom teachers on research projects
- Introduce students, faculty and staff to current databases, e-books, websites, and other 21st century literacy skills
- Provide assistance to students on the research process including such topics as plagiarism, citations, sourcing of information
- Ensure 24/7 access to digital information resources to the entire learning community
- Share expertise by presenting at faculty meetings on such issues as materials selection, reconsideration of materials, copyright, privacy, and acceptable use
- Maintain and update the library's portal page to include available databases and resources
- Take an active role in school improvement and accreditation activities
- Coordinate textbook purchases and assist with access to eBooks

- Maintain active memberships in professional associations
- Network with other libraries/agencies to provide access to resources outside of school
- Remain current in professional practices and developments, information technologies, and educational research applicable to school media center programs
- Moderate a student readers club to promote reading for both instructional and recreational purposes and to expose them to the diversity of viewpoints and different genres
- Perform other duties as assigned

JOB REQUIREMENTS:

EDUCATION:

Bachelor of Library Science, or Masters, from an accredited School of Library and Information Science

EXPERIENCE:

2-4 years or school based, or related, library experience

SKILLS

Must have good interpersonal skills

Must be conscientious and detail-oriented

Must be flexible and responsive to changes in schedules and curriculum

Must have solid computer technology skills