



POSITION OPENING: Library Media Specialist

St. Francis of Assisi School is seeking a qualified and experienced forward thinking, multi-media specialist who is deeply committed to further the development of digital literacy, project based learning and supporting the growth of student literacy. This position serves as the facilitator for teachers and students to encourage exploration, communication, creativity, critical thinking, and collaboration in the Digital Literacy and Media Center. The position is for the 2017/2018 school year.

POSITION DESCRIPTION

- Work collaboratively with faculty, staff and students to support literacy through the use of physical titles, digital titles, research guides, recording studio and support of classroom project based learning
- Coordinate library instruction with class assignments, workshops and one on one instruction
- Support on campus learning through the use of audio-visual resources and exploration of new technologies for students
- Develop research guides and support classroom research projects for students
- Schedule and meet weekly with grades Kindergarten through Fifth grade for library times and read stories at an age appropriate level
- Creating and maintaining an environment conducive to quick accessibility, good study habits and development of proficient media users, encouraging free discussion of ideas and critical thinking
- Explore creative ways to display student ideas, creations and projects
- Assist with the integration of 21st century literacy skills across the curriculum
- Research and purchase digital titles that can be distributed and utilized by all students through digital circulation
- Maintain and update database for students on Destiny digital circulation system
- Run reports on physical and digital circulation to provide data on library use school wide
- Work directly with teachers and administration to align library materials to current curriculum, evaluate current services through collection use and performance measurements to maintain collection
- Support classroom project based learning by implementing lesson plans with small groups of students utilizing digital resources
- Provides appropriate information, resources or instruction to satisfy the needs of individuals and groups
- Maintain database and provide support for the Renaissance Accelerated Reader program to ensure student ease of use
- Other duties as assigned by administration

QUALIFICATIONS

- Prefer a practicing Roman Catholic with a strong commitment to and working knowledge of the Catholic faith
- Strong oral and written communication skills
- Proficiency in Microsoft Office, Web 2.0, Google Applications, iPad and iMac applications

- Experience working with multiple platforms (Mac & PC)
- Understanding of project based learning and use of SAMR model for technology integration

EDUCATION AND EXPERIENCE

- Possess a BA or BS degree and a valid California Teaching Credential
- Masters in Education Technology desired
- Minimum 3 years teaching experience

SALARY

Appropriate level on the Diocesan Teacher Salary schedule based on experience and qualifications.

Interested and qualified candidates are asked to submit a letter of introduction and resume by email to Mrs. Jeannette Lambert at jlambert@sfayl.org or hardcopy to St. Francis of Assisi School, 5330 East Side Circle, Yorba Linda, 92887.