

# High School Librarian/Learning Resource Center Specialist

**Reports to:** High School Principal

**Hours:** 990

**Compensation:** Hourly – depending on experience

## Position Purpose

To provide leadership and expertise required to ensure that the Lynden Christian High School library media program is aligned with the mission, goals, and objectives of the school and is an integral component of the school's instructional program.

## General Responsibilities

Train students and staff in effective use of the information and technology literacy skills, and use of the equipment. Evaluate, select and procure print and digital resources. Develop policies and procedures to ensure efficient operation, services, and facility use for a 21<sup>st</sup>-century school library/resource center . Develop knowledge of curriculum in all subject areas. Recommend and procure resources for staff for use in meeting their instructional objectives.

## Minimum Required Qualifications:

- Bachelor's degree with an emphasis in library science or multi-media.
- Proficient in Microsoft Office 365

## Preferred Qualifications

- Experience in evaluating and selecting print and digital resources
- Expertise in basic technology, including computer operation, productivity software, and network knowledge
- Communication skills, including the ability to proactively collaborate with students and staff
- Knowledge of curriculum development processes and learning theories
- Understanding of student growth and development
- Leadership, organizational, and budget management skills
- Ability to successfully interact with students and staff from various disciplines and different skill levels

## Position Goals

- To ensure staff are competent users of information, ideas, and capable users of technology for instruction
- To empower students to be critical thinkers, enthusiastic readers, skillful researchers and discerning, technologically literate, ethical users of information
- To instill a love of lifelong learning in all students
- To collaborate with teachers and specialists to design and implement lessons and instructional units.

## Tasks

- Create and maintain a school library/resource center that provides a teaching and learning environment which is inviting, safe, readily accessible, and conducive to student learning
- Actively promote reading, information literacy skills, and information resource use through activities including book clubs, reading programs, reading initiatives, and other special events
- Cooperate and network with other libraries, librarians, and agencies to provide expanded access to resources for students and teachers
- Develop policies and procedures that ensure maximum accessibility, efficient operation, effective services, and facility uses. The systems and methods for physical access, electronic access, selection, acquisition, circulation, resource sharing, and materials challenges.
- Establish annual and long-term measurable goals for the school library media program that are aligned with the district and school mission and objectives
- Develop and maintain a collection of resources appropriate to the curriculum, students and teaching-learning styles inherent with the school community
- Implement and sustain automated catalog, circulation system, including student obligations and responsibilities for materials
- Prepare a program budget that supports the school library program goals
- Collect and analyze data to periodically evaluate the school library program for continuous improvement against measurable goals and communicate program results with administrators, staff and the community
- Maintain frequent and timely communication with stakeholders through an active online school library program presence and other formats such as presentations, emails, newsletters, reports, and articles.

## Other Duties

- Post job opportunities for students on the information board, through the school bulletin and school website
- Post scholarship opportunities on the information board, through the school bulletin and school website
- Actively encourage students to apply for local scholarships
- Collect and distribute scholarship materials as necessary for Lynden Christian specific scholarships