

Position Title Director of Library and Information Services	Supervisor Principal	Classification Exempt
Approved By Diocesan HR Director	Approved Date 2.11.2019	Review Date New

Purpose of Position: The Director of Library and Information Services is a member of the School Leadership team who plans, initiates and maintains careful development and use of library and technology resources in response to the education, spiritual and recreational needs of students through a ministry of information. The position of Director is broken up into five (5) job functions: Program administrator and leader, Instructional partner, Information specialist, Information and technology literacy teacher, and Reading advocate.

Responsibilities & Expectations:

Program Administrator and Leader

As program administrator, the Director is a leader who works with members of the learning community to define the policies of the school library and technology program, and to guide and direct all activities related to it on a twelve month basis. The Director maximizes the efficiency and effectiveness of the school library and technology program by:

- Sharing expertise and promoting the library program
- Aligning the School Library Program (SLP) to school, diocesan and national program standards
- Developing and implementing program goals and objectives that are aligned with school and district long-range strategic plans
- Supervising and evaluating support staff and/or volunteers
- Taking an active role in school improvement
- Conducting ongoing action research and evaluation to inform continuous, evidence-based program improvement
- Preparing, justifying and administering the school library program budget
- Establishing processes and procedures for selection, acquisition, circulation and resource sharing so as to ensure resources are available when needed
- Creating and maintaining a school library media center that is inviting, safe, flexible, and conducive to student learning
- Selecting and using effective technology for management purposes
- Participating in the recruitment, hiring, and training of other professionals, library assistants, student and volunteer staff
- Ensuring equitable physical and digital access to school library facilities, resources and technology for the entire school community by providing barrier-free, universally designed spaces and revisiting censorship in accordance with the Library Bill of Rights
- Encouraging the use of instructional technology to engage students, improve learning, and provide 24/7 access to digital information resources for the entire learning community
- Overseeing the technology curriculum and instruction throughout the school.

Instructional Partner

As an instructional partner the Director works with teachers and other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources. The Director demonstrates his or her role as an essential and equal partner in the instructional process by:

- Participating in the curriculum development process at both the building and diocesan level to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners
- Collaborating with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking
- Participating in the implementation of collaboratively planned learning experiences by providing group and individual instruction(including Learning Lab), assessing student progress, and evaluating activities
- Managing and overseeing the adoption of online and electronic component of textbooks and instruction for their proper use

Information Specialist

As information specialist, the Director provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information. The Director ensures equitable access and responsible use of information by:

- Developing and maintaining a collection of resources that is appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community
- Cooperating and networking with other libraries, librarians, and agencies to provide access to resources outside the school
- Evaluating, promoting and using existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services
- Working with the technology staff to provide guidance in software and hardware evaluation, and developing processes for such evaluation

Information and Technology Literacy Teacher

As a teacher, the Director empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. The Director supports student success by:

- Teaching information ethics, including safety, responsibility, copyright, fair use, licensing, and appropriate attribution
- Teaching information and digital literacy
- Teaching the evaluation of resources in all formats so that users can assess credibility, relevance, and currency
- Supporting student reading for understanding, for exposure to diversity of viewpoints and genres and for pleasure
- Guiding the use of information for defined and self-defined purposes
- Helping them build on prior knowledge and construct new knowledge
- Inspiring them to embrace the world of information and all its formats
- Helping them work with peers in successful collaboration for learning
- Supporting their constructive assessment of their own learning and the work of their peers

Reading Advocate

As an advocate for reading, the Director promotes the enjoyment of reading by:

- Establishing and modeling a culture of reading in the school community
- Motivating and guiding students to read for enjoyment and understanding
- Providing resources in support of curriculum and student interests.

Qualifications:

- **Education and/or Experience:** M.S. Information Sciences, M.S. Library Media, or Master of Library Science or equivalent. Must be highly qualified under the reauthorized ESEA. Prior successful experience working in a library or school setting and teaching students strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach students and staff.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, governmental regulations and professional journals. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and draw and interpret data and bar graphs.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** In-depth knowledge of computer and device (tablets) usage and ability to use database software, accounting software, internet software, e-mail, spreadsheets and word processing software. Ability to provide computer, A/V equipment and hardware troubleshooting. Ability to proficiently use and teach the following programs: MS Word, MS Excel, Google Documents, and MS Outlook. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of students. Possesses knowledge of effective behavior management methods. Ability to meet time lines and exercise good judgment while working in a dynamic environment.