



**POSITION: Library Media Specialist (full time, exempt)**

**Supervisor: Lower School and Middle School Heads**

**Effective Date: Immediately**

## GENERAL SUMMARY

The Library Media Specialist oversees the school's library/media center and works in close collaboration with the Faculty, IT Director and library volunteers. The Library Media Specialist interacts with students of all ages (Young PreK-Grade 8) on a regular basis and plans bilingual activities and assists with Project Based Learning initiatives. The Library Media Specialist leads and oversees the selection, acquisition, evaluation, and organization of information resources in all formats.

## PRIMARY DUTIES AND RESPONSIBILITIES

- Ensure that students and staff are effective users of ideas and information
- Supervise the operational routines of the library
- Help students to develop habits of independent reference work and to develop skills in the use of digital and print reference materials in relation to planned assignments
- Collaborate with teachers in the selection of books and other instructional materials, including digital materials, and makes library materials available to supplement the instructional program
- Maintain a comprehensive and efficient system for cataloging all library materials, including original cataloging in French and other languages
- Empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information
- Enhance student achievement through leading, teaching and promoting information literacy and digital literacy instruction
- Evaluate, promote, and use 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, in the future, provide 24/7 access to library services
- Provide support in software and hardware evaluation and selection, and develop processes for such evaluation
- Work directly, effectively and collaboratively with primary, elementary and/or middle school students and faculty
- Implement Early Literacy best practices when planning and coordinating story time and other instructional activities for Young Pre-K-Kindergarten students
- Serve as a resource for faculty and staff, scanning educational publications and passing along articles of interest
- Develop and maintain a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community
- Organize and/or attend events within or outside school hours (academic honesty and internet safety sessions, admissions events, informational evenings, book and science fairs, Technology Start Ups, etc.)

- Cooperate and network with other libraries, librarians and agencies to provide access to resources outside the school
- Select, order and verify Library/Media center material
- Prepare budget for books, periodicals (whole school), audio-visual and digital material, equipment and supplies
- Understand copyright, fair use, and licensing of intellectual property, and assist users with their understanding and observance of the same

## **MINIMUM QUALIFICATIONS**

### EDUCATION & TRAINING

Bachelor's degree, Master's preferred, in Library Sciences, or equivalent work experience

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Passion and commitment for books, technology and research
- Good listening skills, adaptability, open-mindedness, consensual
- Inspiring, sense of initiative, creative, innovative
- Flexible, team spirit, collaborative, constructive, empathetic
- Excellent written and oral communication in English (Bilingual English and French is a plus)
- Methodical, rigorous
- Sense of humor, enthusiastic and motivating
- Very good computer skills (using and teaching a variety of software and applications)
- Experience managing a budget and meeting deadlines
- Ability to work collaboratively and to generate support for initiatives

To apply, please send a cover letter, a resume and three professional references to Libby Molamphy, Executive Assistant and Registrar at [careers@fasps.org](mailto:careers@fasps.org). Applications that do not include these requested items may not be considered for the position. No phone calls please.

### **Our Mission: What We Do**

We challenge students to excel academically and thrive in French, American, and international cultures.

### **Our Vision: Why We Do It**

To inspire the next generation of global citizens to learn, understand, and act wisely in a multicultural world.

### **Our Core Values**

The core values that guide our work and reflect what we strive to nurture in our students include: Excellence, Integrity, Cultural Agility, and Community

The French American School of Puget Sound is an equal opportunity employer.