**Glades Day School**

**Belle Glade, FLORIDA**

**Media Specialist**

**Mission:** We COMMIT to provide a safe, family environment and to INSPIRE all students to LEAD academically, athletically and spiritually.

**General Purpose:** The Media Specialist works under the supervision the LS and US Assistant Principals. He or she is a collaborative member of the Leadership Team and is responsible for the management, development, organization and promotion of the Media Center for PK3-12th grade students and faculty to ensure that effective resources and information are provided. The candidate must have a personal and professional attitude to meet the needs of all staff, students, parents and the general public. Also, the candidate must exhibit a high level of commitment and a passion for the mission of Glades Day School and the community that we serve.

**Live the Characteristics of Professional Excellence:**

1. I strive to develop caring and supportive relationships with students, parents and community members.
2. I commit myself to building the school culture through involvement.
3. I vow to support collegial interdependence through the promotion of academic, athletic and spiritual growth.
4. I pledge to wisely and respectfully communicate in the most effective manner and on a regular basis with my students, colleagues, parents and community members.

**Qualifications:**

* A Bachelor’s degree or higher in Library and Information Science or equivalent School Library Certification or a related degree under the direction of a degreed Media Specialist.
* Experience with an automated library system, information literacy skills and best practices.
* Great oral and written communication skills with ability to lead students and programs
* Experience integrating technology into the curriculum

**Job Responsibilities for Media:**

* Oversee the daily operations of the entire Media Center
* Set hours and schedule to support students and faculty
* Ensure that books are shelved properly and entire space is organized daily
* Maintain all media and school policies and the financial management of the budget
* Order, catalog and inventory books and AV material
* Laminate for faculty and staff
* Oversee the Reading Counts program, continually update books and tests
* Investigate and initiate a current events daily news program
* Provide meaningful instruction for students
* Oversee senior assistants, assign and review work
* Work with faculty to support the curriculum
* Organize and oversee the Book Fair and Grandparents Day
* Utilize computer competencies including Follett Library Management Systems and RenWeb
* Maintain and store AV equipment used by teachers/staff
* Attend and provide professional development opportunities
* Complete other Duties as assigned

**Other Duties as Assigned:**

This job description does not list all the duties of the job.  Candidate may have other duties as listed on the contract. Must be available to assist in all-campus activities including, but not limited to: Fall Festival, Annual Parent/Board Meeting, Awards Banquets, Annual Spring Gala, Guidance and Student Services, Textbooks, Pre- and Post-Planning Days. Glades Day School reserves the right to revise this job description at any time.

Above all else, he/she supports and upholds the Head of School and the Administration in all endeavors, and presents a united front to students, teachers, staff, Trustees, and all constituents.

**Contact Person:** Please email a resume and letter of interest to Mrs. Cindy Baez at [cbaez@gladesdayschool.com](mailto:cbaez@gladesdayschool.com) or Mrs. Stormi Stein at [sstein@gladesdayschool.com](mailto:sstein@gladesdayschool.com)