



# Hill-Murray School

The Catholic Benedictine Prep School, Grades 6-12

Reporting to the Director of Innovation, the Media Specialist is responsible for ensuring the library media program is integral to Hill-Murray School's instructional program. This position is responsible for developing and maintaining resources and technology to support the curriculum and help students and teachers utilize these resources in learning. These responsibilities are accomplished by using knowledge of the school's curriculum to search for and review materials in support of the curriculum; supervising the distribution and utilization of materials and technology; collaborating with teachers and the technology department to provide and promote a library media program that ensures that students and staff are influential users of ideas and information. In addition, this position will also offer support in an instructional role teaching Middle School electives such as study skills, business, or STEM (classes will be dependent on elective enrollment).

## Key Responsibilities:

1. Budget and purchasing
  1. Purchases materials for the LMC within the established budget: print, electronic, databases, newspapers, magazines, and supplies
  2. Maintains the record of expenditures
2. Communication
  1. Executes displays within the LMC
  2. Communicates new resources via email, print, posters, etc.
  3. Shares information with other schools as needed
3. LMC space
  1. Arranges physical space into functional areas for individual, small-group, and whole-class use
  2. Establishes student conduct rules
  3. Supervises and assists students
  4. Supervises volunteers
  5. Supervises WIN sessions
  6. Provides a clean, organized, and welcoming environment for a diverse range of learners

## TRAINING, TECHNOLOGY, & RESOURCE MANAGEMENT

1. Information literacy training and support
  1. LibGuides
    1. Administration of application
    2. Maintains and updates High School and Middle School LMC pages
    3. Creates new subject-specific LibGuides as requested
    4. Student training
  2. NoodleTools
    1. Administration of application
    2. Registration of all 9th Grade and new students
    3. Student training
  3. Learning Ally
    1. Administration of application
    2. English Department, TNC staff, and student training
    3. Staff, parent, and student communication
  4. OverDrive
    1. Administration of application

2. Staff and student training
2. Technology, Media, and Instructional Support - Students and Staff
  1. Fall orientation of LMC to all Middle School and 9th Grade with English classes
  2. Collaborates with teachers on resource and research needs
  3. Collaborates with Technology Team on providing access to electronic resources
  4. Assists students and teachers in accessing materials and information
  5. Provides troubleshooting for printing and technologies
  6. Opportunity to mentor girls in technology events and competitions
  7. Facilitates monthly STEM activities after school
3. Information Access
  1. Resource Management
    1. Selects print and electronic resources
    2. Processes and catalogs new materials
    3. Administration and maintenance of the electronic catalog system
    4. Supervises checkout and retrieval of material
    5. Repairs damaged materials
    6. Processes magazines
    7. Administration of Kindle Fire audiobooks
    8. Conducts inventory/statistics of materials as requested
    9. Laminates materials for staff
    10. Processes InterLibrary Loans
  2. Participates in professional organizations
    1. CSLDA, ISLDA, ITEM, and other professional development
4. Classroom/Teaching Management
  1. Classroom teacher focusing on middle school study skills, business, or STEM (time spent teaching and classes being taught is dependent on student electives offered and number of students enrolled)

**General Responsibilities of Catholic School Employment:**

Employment in and by a Catholic school is substantially different from secular employment. Catholic school employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the school. An employee's behavior must not violate the faith, morals, or laws of the Church or the Archdiocese to embarrass the school or give rise to scandal. It is preferred that all employees be active, participating members of a faith community.

**Compensation and Benefits:**

FTE and Benefits as indicated on Confirmation of Terms and Conditions of Employment.

**To Apply:**

Please email your resume and cover letter to Jessica Lewis at [jlewis@hill-murray.org](mailto:jlewis@hill-murray.org)