

BISHOP LUDDEN

JUNIOR-SENIOR HIGH SCHOOL

International Baccalaureate Accredited School

JOB DESCRIPTION

Job Title: Library Media Specialist

Qualifications: NYS Library Media Specialist Certification (Preferred)

Bachelor's degree from an accredited college or university

Teaching experience preferred but not required

Knowledge of research preferred

Purpose Statement: Bishop Ludden Jr/Sr High School, an International Baccalaureate (IB) School, is seeking an energetic, qualified Library Media Specialist to join our IB team as we grow and develop our International Baccalaureate Program. The successful candidate will receive IB training as they work to transform our school library into the research hub of the school all while keeping an open mind relative to what an IB School library can become.

Duties/Responsibilities:

- Create a school research center by developing and administering an integrated school library media program.
- Instruct students and staff in the effective use of information and technology literacy skills.
- Evaluate, select, and procure print and digital resources and related equipment.
- Integrate with subject area curriculum through partnerships with teachers.
- Maintain files and records relative to the school's print and digital collections.
- Work collaboratively with the IB Coordinator and administration to grow and develop our IB program.

Supervisor: Building Principal