



# WISSAHICKON CHARTER SCHOOL

## **Library Media Specialist – Fernhill Campus**

### **Overview**

Wissahickon Charter School is looking for a Library Media Specialist for its Fernhill campus for 2017-18. The Library Media Specialist will manage all aspects of building and maintaining the school library, including prioritizing book purchasing, running book drives, organizing materials, and developing and training staff on library processes and protocols. The Library Media Specialist will also teach research and library skills to students. The ideal candidate will have education and experience in Library Science, preferably in an urban school setting. This position reports to the Middle School Director. This is an outstanding opportunity to grow readers and enrich the lives of the students, families and communities in Philadelphia.

### **Key Responsibilities**

#### **Library Management**

- Works with the Chiefs, on-site leadership team and administrative staff to identify, prioritize, and purchase library materials.
- Plans and executes book drives and organizes materials collected.
- Organizes library material, equipment, and facilities for effective and efficient utilization and circulation.
- Plans, equips and maintains attractive facilities.
- Sets up and maintains the library catalog.
- Trains staff on library processes and procedures and follows up regularly.
- Keeps the collection current within the constraints of the annual budget by purchasing quality print and non-print materials.
- Establishes an attractive and easily accessible library that is conducive to learning.
- Effectively utilizes clerical, volunteer, student and/or other personnel to provide quality library service to users.
- Maintains appropriate records of library materials.
- Establishes behavioral standards for students in the library.
- Evaluates and selects materials needed to meet both the curricular and individual needs of students, teachers, and administrators who will be using the library.
- Determines the needs of teachers and students as a basis for the selection of new materials and equipment.
- Does a periodic inventory of library collection as well as library AV equipment and library computers.
- Supervises the withdrawal of outdated and worn out materials.



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## Teaching

- Assists students in becoming effective users of library resources.
- Helps students develop habits of independent reference work and skills in the use of reference material related to school assignments.
- Through a working knowledge of books and authors in the collection, assists students with reading selections.
- Is aware of and supports the curriculum through collection development.
- Provides leadership in all aspects of the school media program.
- Develops a research and library skills program related to the needs of the students.
- Guides students in finding and using a wide variety of materials.
- Instill in students the ability to be motivated learners by promoting the spirit of inquiry and teaching effective fact-finding skills.
- Plans with teachers, when appropriate, for meaningful and effective grade appropriate reference work and/or literature appreciation activities for their students.
- Actively plans with teachers and groups of teachers to integrate library services and multimedia materials with the instructional program.
- Creates lessons and learning environments that are safe, respectful, and interesting.
- Selects, adapts and individualizes materials appropriate for diverse student populations, skills and learning styles.
- Follows all requirements regarding lesson planning as outlined by supervisor.
- Is aware of students' IEP components when necessary. Implements specially designed instruction and provides for IEP goals when appropriate.
- Works with supervisor to determine appropriate modes of assessing student outcomes and engagement in class, and grades students.

## Qualifications

- Bachelor's degree required, Masters in Library Science preferred.
- PA Library Media Specialist Certificate strongly preferred.
- At least three years of experience running a library, preferably in a school setting.
- Passionate about growing readers and creating a culture of reading.
- Familiarity with F&P and Teachers College Readers and Writers Workshop a plus.
- Ability to relate to a diverse population of students and families.
- A desire to teach and the ability to implement strong classroom management and engaging lessons.
- High level of personal organization, attention to detail, planning, and follow-through.
- Strong oral and written communication skills and the ability to effectively communicate with students, families, colleagues and supervisors.
- Process-driven with proven experience multi-tasking, organizing and prioritizing work in a fast-paced environment.
- Advanced proficiency in computer skills: specifically, Microsoft Office: Outlook, Word, Excel and PowerPoint, and the ability to learn new programs/software quickly.
- Collaborative work style; maturity, humility, and a sense of humor.
- Self-directed, proactive and a problem solver.



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- High degree of professionalism and positivity.
- Belief in Wissahickon Charter Schools' mission and environmental education model, and the belief that all children can learn and succeed.
- Ability to work occasional weeknights and weekends for special events.

## **About Wissahickon Charter School**

Wissahickon Charter School's first and current campus, Fernhill, opened in 2002 and serves 480 K-8 students from across Philadelphia. Our second K-8 campus, Awbury, opened in the fall of 2014. The mission of Wissahickon Charter School (WCS) is to provide a community of learning that stimulates and builds the child's intellectual, social, and character development. Wissahickon Charter Schools are planned around three essential elements: an environmental focus that allows students to experience the curriculum, recognition of service learning projects as key in students' success, and an emphasis on parents as partners in the learning experiences of their children.

## **How to Apply**

To be considered, please send the following to [applicant@wissahickoncharter.org](mailto:applicant@wissahickoncharter.org). Please indicate "Library Media Specialist" in the subject line.

1. Cover letter indicating your grade preference and why you would be a great fit for the position and Wissahickon Charter School
2. Resume

*Wissahickon Charter School is committed to hiring a diverse staff and encourages those from traditionally under-represented backgrounds to apply. Wissahickon Charter School does not discriminate in hiring or employment, or in the administration of its educational policies, admissions policies, or other programs.*