

Library and Media Specialist

Reports to: Director of Curriculum and Instruction

Job Status: Full-Time, Exempt

Momentous Institute is a not-for-profit organization with a ninety-year history of serving children and families. Momentous School is an accredited laboratory school educating 248 inner-city children from three years of age through fifth grade. The school has a proven track record of excellence, demonstrating that children living in urban and low-income settings are capable of remarkable achievements when participating in a true community school.

Momentous School is seeking a highly qualified Library and Media Specialist. The Library and Media Specialist will be an innovative educator who is passionate about empowering all members of the learning community to become creative critical thinkers, enthusiastic readers, skillful researchers, curators, and ethical users of information.

Major Responsibilities and Duties

Instructional Partner

- Participates in the curriculum development process to ensure the curricula include the full range of literacy skills (information, media, visual, digital, and technological) necessary to meet content standards and to develop lifelong learners.
- Collaborates with teachers to design and teach engaging learning experiences that incorporate multiple literacies, encourage digital citizenship, and foster critical thinking.
- Fosters exploration, discovery, creation, and innovation for all members of the learning community
- Supports learners' success by guiding them to read for understanding, breadth, and pleasure.
- Empowers learners to work with each other in successful collaborations and to constructively assess their own work and the work of their peers
- Designs and present formal and informal professional learning for and with all staff.

Information Specialist

- Develops, organizes, and maintains a collection of resources appropriate to the curriculum, the learners, the teachers, and the instruction within the school community
- Evaluates, promotes, and uses existing and emerging technologies to support teaching and learning, supplements school resources, connects the school with the global learning community, communicates with stakeholders, and provides access to library services.
- Models and champions digital citizenship and safety, and adherence to copyright and fair use requirements.

Program Administrator

- Creates and maintains a teaching and learning environment that is comfortable, flexible, collaborative, and supportive of the curriculum and instruction.
- Models and develops a commitment to respect equity, diversity, and inclusion in collection development and within the learning community.
- Arranges for scheduling of the Learning Commons that provides student accessibility to staff and resources at point of need.
- Establish and follow processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed.

- Remain current in professional practices and developments, information technologies, and education research application to the school library program.
- Complies with federal and state laws and guidelines, State Board of Education Rules, Momentous policy, and campus routines and regulations.
- Willingly accept and perform duties assigned by administrators.

Qualifications, Skills and Talents:

- Committed to equity in reducing barriers provoked by culture, economy, and race.
- Experience with instructional technology, Android and iOS, and an ability to communicate with technical engineers.
- Advanced degree in education, education technology, library science, or related field. Appropriate Texas certification.
- Successful teacher leadership, coaching, and consultation experience in an urban educational setting.
- Depth and breadth of knowledge and experience in elementary education, social emotional learning (SEL), Understanding by Design (UbD), and project-based learning.
- Collaborative, respectful, collegial, engaging, and responsive with children and adults.
- Enthusiastic and energetic about technology integration.
- Purposeful in planning and execution, including a problem-solving approach to difficulties and conflicts.
- Patient and encouraging to others while teaching and supporting technology integration implementation.
- Experience developing successful professional learning for teachers.
- Clear and effective writer and public speaker, including communication about technical issues to a variety of stakeholders.
- Fluency in Spanish. (highly desired)

Interested:

Applications are currently being accepted and the position will remain open until filled.

Please send letter of interest and resume to:

Karen Norris, Ph.D

Director of Curriculum and Instruction

knorris@momentousinstitute.org

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement
No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.