

AMERICAN COMMUNITY SCHOOL

OF ABU DHABI SINCE 1972

JOB DESCRIPTION:

TITLE: Elementary School Library Media Specialist

DEPARTMENT: Elementary School Technology, Library, and Media Services

REPORTS TO: Director of Learning Innovation and Elementary Principal

JOB CLASSIFICATION: Teaching Salary Scale

WORKING HOURS: 7:30 to 4:00 pm daily; 7:30 to 4:30 pm on Wednesdays

QUALIFICATIONS:

A master's degree from a program accredited by the American Library Association, or from a master's level program in library and information studies accredited or recognized by NEASC (CIHE), MSA (CHE), NCA (HLC), SACS (COC), NWCCU, or WASC (ACCJC-ACSCU). A highly qualified candidate will also hold appropriate certifications as a school library media specialist and have completed a teacher preparation program and/or educational degree.

GENERAL RESPONSIBILITIES AND DUTIES:

- To ensure that students and staff are effective users of ideas and information
- To instill a love of learning in all students and ensure equitable access to information
- To collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness
- To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

MAJOR DUTIES AND RESPONSIBILITIES:

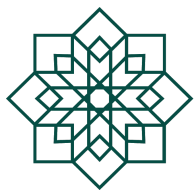
Leader:

The Elementary School Library Media Specialist creates an environment where collaboration and creative problem solving thrive. They anticipate future obstacles and continually retool to meet challenges. This person demonstrates his or her role as a visible and active leader within the school community, and a professional member of the school library community by:

- sharing with the learning community collaboratively developed and up-to-date school policies concerning such issues as materials selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use
- collaborating with staff and outside partners to create maker related programming and develop Makerspace as a resource for STEM learning
- encouraging the use of instructional technology to engage students and to improve learning, providing 24/7 access to digital information resources for the entire learning community
- remaining current in professional practices and developments, information technologies, and educational research applicable to library media programs

Instructional Partner:

As an instructional partner the Elementary School Library Media Specialist works with teachers and other educators to build and strengthen connections between student information and research needs,



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curricular content, learning outcomes, and information resources. This person demonstrates his or her role as an essential and equal partner in the instructional process by:

- participating in the curriculum development process to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners
- collaborating with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking
- participating in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities
- researching, developing and prototyping innovative maker activities and maintaining all Makerspace materials, tools and equipment including hardware and software

Information Specialist:

As an information specialist, the Elementary School Library Media Specialist provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information. This person ensures equitable access and responsible use of information by:

- in accordance with school policy, developing and maintaining a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community
- cooperating and networking with other libraries, librarians, and agencies to provide access to resources outside the school
- modeling effective strategies for developing multiple literacies
- evaluating, promoting, and using existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services
- understanding copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same

Teacher:

As a teacher, the Elementary School Library Media Specialist empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. This person supports students' success by guiding them in:

- reading for understanding, for exposure to diversity of viewpoints and genres, and for pleasure
- empowering students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information; using information for defined and self-defined purposes
- building on prior knowledge and constructing new knowledge
- embracing the world of information and all its formats
- working with peers in successful collaboration for learning



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Program Administrator:

As program administrator, the Elementary School Library Media Specialist works collaboratively with members of the learning community to define the policies of the library media program and to guide and direct all activities related to it. This person maximizes the efficiency and effectiveness of the school library media program by:

- using strategic planning for the continuous improvement of the program
- establishing processes and procedures for selection, acquisition, circulation, resource sharing, etc. that assure appropriate resources are available when needed
- creating and maintaining in the school library media center a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning
- selecting and using effective technological applications for management purposes
- assisting in maintaining budgets, reports, and orders for materials needed in the library media center

PERSONAL AND PROFESSIONAL QUALITIES:

- enthusiasm for working with elementary level students
- openness and warmth in working relationships with students and staff
- ability to conceptualize, create, and operate an exemplary elementary school media center that is part of the school community
- strong organizational and management skills
- ability to work as part of a professional team of teachers, administrators and other school stakeholders

ACS will be moving to our new campus on Saadiyat Island during the 2023/24 school year.
Potential positions for the spouse can be available.