

Job Description
General Studies Librarian
Yeshivah of Flatbush Elementary School
Library Media Center
2016-2017 School Year

QUALIFICATIONS

- School Library Media Specialist or MLS with K-8 certification
- Certified teacher/teaching experience
- Strong interpersonal skills to interact with students and faculty

Prior Experience:

- Worked in/managed school library media center Pre-K – 8th Grade
- Developed comprehensive curricula for instruction in reading literacy and appreciation, information literacy and technology integration including assessment
- Provided individual and/or class instruction in above skills to Pre-K – 8th Grade students
- Knowledge of, and familiarity with, current children's literature for Grades 1-8
- Conducted Reader's Advisory for Grades 1-8
- Collaborated with classroom teachers to plan, design and implement instruction using a variety of print and electronic resources and inquiry and problem-solving skills using Common Core standards
- Developed, organized and conducted student book clubs and other reading promotional and extracurricular activities

RESPONSIBILITIES

Administration & Management of School Library Media Center:

- ***Database management of Destiny Online Public Access Catalog:*** Update and maintain patron and material records; download MARC records; copy cataloging; prepare and distribute patron and material reports; maintain and update Library Home Page and Library resources brochure
- ***Collection development:*** Needs assessment; research, identify, order and process new print and electronic resources using Titlewave and FAMIS; weed collection; collection analysis
- ***Collection management and maintenance:*** Genre labeling; collection organization; signage; collection development policy; preparation of special collections; purchase of library and book supplies
- ***Management of library assistants***
- ***Development of varied reading and book promotional programs*** throughout the school year through multimedia activities

Instructional Program - a "teaching library:"

- Library orientation – instruction in how to navigate the print and electronic resources offered in the Library
- Class instruction – develop, implement and integrate information literacy and information technology skills which reflect Common Core standards into classroom curriculum
- Collaborate with faculty to conduct research process instruction with classes using inquiry-based activities; enable students to access, use and evaluate a variety of print and electronic resources included in the Library resources brochure and on the Library website
- Deliver reference, information and reader's advisory services to library patrons
- Prepare and present professional development to faculty
- Create, coordinate and direct ongoing special programs including reading promotional and extracurricular activities throughout the year

Library Media Program Goals:

- Provide an active teaching/learning environment that supports the school curriculum and integrates technology
- Function as the school information center
- Foster life-long learning, critical thinking skills and reading for information and recreation
- Provide a program that teaches students to use and understand a variety of information sources, technologies and formats
- Provide instructional and curriculum support to faculty

Job to begin September 2016 for 2016-2017 school year

Hours: Full time- Monday, Tuesday, Thursday 10-4:30, Wednesday 10-5:30, Friday 11-1:30

To apply, please send resume and three professional references to Lynne Grant, General Studies Librarian: lgrant@flatbush.org (718) 377-4466 x150

Yeshivah of Flatbush Elementary School is a Modern Orthodox yeshivah located at 919 East 10th Street in the Midwood section of Brooklyn.