



# Job Description: Library and Digital Media Specialist

Position Title	Department	Reports to
Library and Digital Media Specialist	K-8 Faculty	Director of Curriculum, Instruction, and Innovation
Employment Status	FLSA Status	Effective Date
Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	October 1, 2020

## OVERVIEW OF WOODLAND SCHOOL

Located just west of Stanford University, Woodland is an independent day school that offers a joyful approach to learning in a diverse, respectful, and inclusive environment for approximately 300 students in early childhood through eighth-grade.

Woodland School specializes in education that inspires students by nurturing each individual’s voice, intellect, and character. With an emphasis on inquiry-based and student-centered learning, children are empowered and encouraged to be active and engaged learners. Our students’ innate sense of wonder is the foundation of learning at Woodland School.

Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

## POSITION OVERVIEW

Woodland School seeks an inspiring Library and Digital Media Specialist to join our talented instructional team. This individual will work with students, teachers, and administrators to create a vision for a cutting-edge 21st century library. We aspire to design a hub for teaching, learning, and community life within the school that blends traditional methods with innovation. Ample opportunity exists to build on our library’s current collection to curate one that is deep, diverse, and tailored to meeting the ever-evolving needs of our students, faculty, and families. An ideal candidate is dynamic, committed to learning and growing as a professional, willing and able to collaborate with colleagues, and experienced in educational and library best practices. This role is part of the Technology and Innovation Lab Team, reports to the Director of Curriculum, Instruction, and Innovation, and serves all three divisions of the school (Early Childhood, Lower School, and Middle School).

The division and nature of this work may evolve over time; we are looking for a candidate who is eager to be part of an ongoing dialogue about how our curriculum, pedagogy, and space can best meet our instructional goals.

## **Job Goals**

- To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information and ideas
- To collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness
- To provide library service to the Woodland community, including families and the Board
- To instill a love of learning in all students and ensure equitable access to information and ideas

- To provide the leadership and expertise necessary to ensure that the library program is aligned with the school's goals, objectives, and mission to develop collaborative, creative, and confident learners with the strength of voice to follow their hearts and make a difference

### **Requirements**

- Master's Degree (MLS, MLIS, or related field strongly preferred)
- Library (school or public) and classroom teaching experience
- Vast knowledge of and deep passion for children's and young adult literature
- Forward-thinking vision and a demonstrated interest in exploring ways literature, media, and technology can transform learning
- Expertise with student-centered learning and educational technology
- Knowledge of identity safe and anti-bias educational practices
- Ability to work effectively with staff and students at all levels, displaying a positive attitude, demonstrating cultural proficiency, and exhibiting motivation and drive; this includes the ability to provide clear expectations to students while building positive relationships
- Self-directed with proven ability to assume responsibility, work independently, creatively solve problems, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects within established time frames and with strong attention to detail, including the ability to stay focused and manage multiple projects/activities simultaneously

### **Additional Desired Qualifications**

- Teaching credential and/or National Board Certification
- Experience designing curriculum using the Understanding by Design (UbD) Framework
- History of coaching and/or leading faculty professional development
- Expertise with Apple technology (OSX and iOS), Google Apps for Education, Schoology, Follett Destiny, and NoodleTools
- Nuanced understanding of DEI/social justice knowledge from a personal or programmatic perspective

### **Responsibilities**

- Manage the day-to-day operations of the library, including budget, program, collection development, circulation, volunteer training/coordination, and physical space
- Plan, teach, and co-teach lessons in the library and other classroom spaces
- Participate in ongoing dialogue with teachers, administrators, and the Technology/iLab team related to the integration of literature, media, and technology within and across divisions
- Train and support faculty in use of the library, its resources, and academic technology
- Work with the Technology and iLab Team and classroom teachers to develop and coordinate media literacy, research skills, and digital citizenship curricula
- Collaborate with faculty to creatively and effectively harness a variety of ever-changing educational technologies and pedagogies
- Participate as a member of the faculty including participating in division meetings, attending assemblies, serving on school-wide committees, chaperoning field trips, and sharing supervisory responsibilities

### **COMPENSATION AND BENEFITS**

The compensation and benefits package is competitive and commensurate with experience, degree attainment, and the local independent school market.

### **HOW TO APPLY**

Candidates for this position should submit a cover letter, resume, and contact information for three to five references. Please combine all documents into a single PDF and send to Dr. Jennifer Warren, Head of School at [HR@woodland-school.org](mailto:HR@woodland-school.org).

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The position can be physically demanding. It requires an ability to lift 20 pounds, using proper lifting techniques. Reasonable accommodations may be made if requested in advance.

*Note:*

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

*Woodland School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.*

*[www.woodland-school.org](http://www.woodland-school.org)*