



THE NEW SCHOOL
Curiosity · Character · Community

Media Specialist

Job Summary:

The media specialist reports directly to the Head of K-6. S/he is responsible for all aspects of the library and technology programs and facilities and seeks to ensure that the library's academic and technology resources complement, enhance, and extend the school's educational program. S/he will collaborate closely with the Director of Information Technology and the faculty.

Duties/Responsibilities:

- Ensure that the library's academic and technical resources advance the school's educational program
- Collaborate with classroom teachers in the curriculum design process
- Collaborate with academic departments/discipline-specific faculty on specific needs and growth opportunities
- Foster an environment of creativity and innovation, and a love of reading and learning
- Plan and implement various school wide events, such as, but not limited to: Scholastic Book Fair, Spelling Bee, Literacy Night, Read Across America Week
- Research and integrate emerging information technologies
- Prepare and manage the library budget through the K-6 budget
- Develop, acquire, and maintain a collection of resources appropriate to the curriculum, the students, the instructional strategies of the school's faculty, the school's mission, and the school's DEI statement
- Maintain an attractive, dynamic, current, and well-stocked library conducive to reading, studying, and research
- Select, process, and make readily available a variety of resources, including print, digital, and multimedia materials
- Maintain a circulation system that ensures the prompt return of materials and their ready availability to other borrowers
- Provide bibliographic and reference services for teachers and students
- Provide instruction for students in the use of library and technology resources
- Promote the ethical use of information
- Empower students to be critical thinkers enthusiastic readers, and knowledgeable researchers
- Instill a love of reading and learning in students and ensure their equitable access to information
- Participate in the recruitment, training, and supervision of library volunteers
- Maintain regular contact with stakeholders through school publications and online media
- Act as an advocate of the library, share expertise at faculty meetings, serve on academic committees, and take an active role in accreditation processes

- Network with local librarians, maintain active memberships in professional associations, and promote the school in the wider community
- Conduct PD opportunities for faculty focused on technology, research, etc.
- Maintain computer lab programs, computer updates
- Integrate iPads, apps, and other technology into classroom curriculum
- Instruct students in and support the school's acceptable use policy for technology
- Instruct students on the importance of digital safety and censorship
- Other duties as assigned to support the K-6 team and students

Education and Experience:

- Bachelor's degree required in Library Science, Information Studies, or a similar field; Master's degree preferred
- Additional degree in education a plus
- 3+ years of experience in library program management
- Demonstrated experience in a supervisory role a plus
- Demonstrated success collaborating with faculty in all disciplines to enable/enhance a student learning experience
- Excellent written and verbal communication skills
- Exceptional organizational skills
- Strong interpersonal skills
- Detail-oriented

How to apply:

Interested applicants should submit an application and a letter of interest, current resume, and list of references online at www.thenewschool.org/about/career-opportunities

The New School is an independent school that respects, embraces, and celebrates diversity in its curriculum, student body, and staff. The New School does not discriminate on the basis of race, religion, gender, gender identity or expression, sexual orientation, color, national or ethnic origin in the admission of students, in hiring, or in the administration of its educational program.