

Hinsdale Middle High School has an opening for a Library Media Specialist beginning in the 2024 – 2025 school year.

The Middle High School Teacher - Library Media Specialist promotes and nurtures the education of students by planning and tailoring courses of study; monitoring, assisting with, and correcting, academic efforts; providing a safe environment conducive to learning; keeping parents informed.

Administrator Duties:

- Establishes yearly and long-term goals for the library media program aligned with the district's mission, goals and objectives.
- Administers the library media program, developing policies and procedures to assure efficient operation and services.
- Administers set up and maintenance of automated catalog and circulation system.
- Selects, purchases and processes new materials to assure a current and balanced collection representing diverse points of view in accordance with the district materials selection policy.
- Conducts an annual survey as a means of evaluating the library media program and its services and to provide a forum for faculty and student input and suggestions.
- Prepares and administers the library budget.
- In coordination with building/district administration, writes and applies for grants as appropriate to support library goals.
- Classifies, catalogs, and circulates library materials and instructs students and staff in the use of the library system.
- Expands access to information through use of online resources and conducting interlibrary loans.
- Networks with other professionals through participation in local, state, and national organizations.
- Participates in curriculum development on building and district levels.
- Maintains circulation and collection records, providing regular reports as needed.
- Trains and supervises paraprofessionals as well as adult and student volunteers.
- Supervises the regular inventory of the library collection, weeds obsolete and worn materials on an ongoing basis, and maintains an up-to-date catalog of collection.
- Works with school staff to develop a schedule for effective use of the library by groups (large and small) and individuals.
- Works with parents, teachers, students, administrators, and community members to enhance learning.

Teaching Responsibilities:

- Helps students develop attitudes, habits, and skills that will enable them to become lifelong readers and learners.
- Collaborates with classroom teachers in designing, implementing, and evaluating instruction.
- Teaches/models current, innovative methodology and incorporates the Alaska Content Standards for Library/Information Literacy in delivering instruction.
- Provides group and individual instruction in information literacy skills, research strategies, and use of resources and equipment.
- Actively promotes reading and library use through such activities as storytelling, booktalks, displays, publications, reading programs, and special events.
- Provides reference and readers' advisory services to all students, including those with reading problems or special educational needs.
- Develops bibliographies, displays, bulletin boards, etc. to support school themes, extend classroom learning, and to promote interest in reading.
- Assumes a leadership role in promoting the principles of intellectual freedom by creating and sustaining an environment promoting free inquiry and exposing students to a broad range of ideas.
- Updates instructional and library-related professional skills through attending conferences and participating in continuing education opportunities.

Informational Consultant Role:

- Functions as the information leader within the school.
- Collaborates with instructional staff in preparing and delivering lessons that make effective use of information resources and incorporate the use of information literacy skills.
- Provides staff development opportunities in the use of information resources in a variety of formats and integration of information literacy skills throughout the curriculum.
- Informs students and staff of the arrival of new materials.
- Gathers and disseminates professional development materials, especially those most closely aligned with building-level and district-wide goals.
- Serves as the staff resource on library-related issues such as copyright and intellectual freedom.

- Must be NH Certified or Certifiable and HQT.
Qualifications include: Classroom Management, Verbal Communication, Resolving Conflict, Presentation Skills, Self-Motivated, Motivating Others, Listening, Collaborative Teaching - K-12, Deals with Uncertainty, Objectivity, and Confidentiality.

Interested candidates should submit their application package consisting of a (1) letter of interest, (2) current resume, (3) three letters of recommendation written within the last twelve months, (4) proof of certification or eligibility for certification, and (5) academic transcripts to hr@nhhsd.org. Please call 603-336-5728 if any questions.

- At least 3 year(s) of relevant experience preferred.
- Master degree preferred.
- Citizenship, residency or work visa required