

ST. PATRICK CATHOLIC HIGH SCHOOL

EMPLOYMENT OPPORTUNITY LIBRARY MEDIA SPECIALIST

Overview: St. Patrick Catholic High School, a parochial high school supported by eighteen Catholic parishes within the Diocese of Biloxi, and selected as one of the Top 50 Catholic High Schools in the United States, seeks a Library Media Specialist for the 2019-20 school year.

This position requires subject-area expertise commonly associated with secondary teaching and instruction. Directly related coursework and endorsement is required to perform problem analysis using prescribed principles, methods and concepts. The position classification performs decision analysis and makes decisions of considerable consequence, in determining how best to aid students in the learning process. The functional role of this position classification requires the application and interpretation of data, facts, procedures, and policies. This position requires frequent meetings with school administrators, teachers, and other staff to communicate information, data, and alternative problem solutions.

In addition to the specific content and pedagogical skills required of a Catholic school teacher, the ideal candidate will (1) support the formation of each young person in accordance with the mission and ministry of the Catholic Church as well as collaborate with parents in the formation of their child(ren), and (2) engage in ongoing professional development and supporting fellow faculty and staff members in facilitating faith-based youth development.

Mission: Our mission for our students is to promote spiritual growth; to assure intellectual growth through academic excellence; to foster a Christian social conscience; to develop a physically healthy lifestyle; and to provide a culturally enriching experience.

Application Availability: Applications will be accepted until the position is filled.

Contact: Dr. Matt Buckley

Application Process: Submit an application for employment at www.stpatrickhighschool.net/employment-opportunities. Email cover letter to mbuckley@stpatrickhighschool.net. Due to the high volume of employment applications we receive, it is not possible to respond directly to all applicants. Applicants who are selected will be notified by email or phone to schedule an interview.

Responsibilities:

- Develops short and long-range goals for the media center program.
- Develops and implements policies and procedures for the media center.

- Maintains the media center to be an attractive, functional orderly environment with an atmosphere conducive to learning.
- Works with the technology support to implement the technology plan for the school.
- Manages the library budget including special funds allocated to the library program.
- Maintains e-rate funding by submitting all necessary documentation.
- Provides a balanced, up-to-date collection of both print and non-print materials including technology to support the school's instructional program.
- Coordinates the distribution of textbooks/chromebooks and monitors textbook/chromebook inventory.
- Documents and records inventory of all school physical assets including technology, textbooks, furniture, and equipment.
- Classifies, catalogues, processes, and organizes materials for circulation.
- Establishes circulation procedures for easy access to the media center collection and maintains records on the use of its resources.
- Accounts for materials through a yearly inventory and discards/weeds inappropriate, worn-out, or outdated items.
- Provides orientation and instruction for students and faculty in the use of the library media center's materials and equipment.
- Assists students and teachers in locating information and resources for research.
- Encourages reading by maintaining an awareness of students' reading interests and by providing guidance in the selection of appropriate materials.
- Works cooperatively with teachers to integrate research, information retrieval skills, and library appreciation into the curriculum.
- Promotes a positive relationship with students, faculty, administration, and community.
- Determines instructional needs within the library media program by consulting with teachers and administrators.
- Publicizes library media programs and services.
- Distributes written communications to inform teachers of new materials in the media center.
- Develops and communicates goals, objectives, and budgetary needs for the library media program to administrators.
- Provides professional development in the use of information and technology for faculty and staff.
- Attends library conferences/workshops and continuing education courses to keep abreast of new library media trends.
- Participates in professional organizations and activities relating to library media and technology.
- Provides access to professional materials/information for the faculty and staff.
- Utilizes an adopted course of study, instructional program guidelines, and other materials in planning and developing lesson plans and teaching outlines.
- Pursues a variety of methodology in teaching and instructing students, including lectures, demonstrations, discussions, and laboratory experiences.
- Conducts teaching and instructional activities, using educational equipment, materials, books, and other learning aids.

- Reviews, analyzes and evaluates the history, background, and assessment of students in designing instructional programs to meet individual educational needs.
- Individualizes and adapts educational processes and procedures to enhance students' educational opportunities.
- Maintains appropriate standards of classroom management, using behavioral management strategies and techniques, including positive reinforcement and behavior shaping procedures.
- Cooperatively pursues alternative solutions to ameliorate student learning problems, and to enhance expanded academic, social, and emotional growth opportunities.
- Performs a variety of non-instructional duties, including curriculum and instructional development activities, student supervision, consultation activities, and extracurricular sports and activities.

Knowledge:

- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of secondary level students.
- Academic, social, and behavioral characteristics of secondary level students.
- Educational curriculum and instructional goals and objectives, and educational trends and research findings pertaining to comprehensive secondary programming.
- Classroom management and behavior shaping strategies, techniques and methods, and conflict resolution procedures.

Abilities:

- Work collaboratively with interdepartmental faculty members in preparing lessons and assessments and discussing best practices and approaches with regard to instructional techniques and classroom management.
- Plan, organize, develop, and conduct a comprehensive teaching and instruction program for students at the secondary level.
- Provide appropriate and effective learning experiences for students from a wide range of backgrounds.
- Effectively assess the instructional and educational needs of students, and design, develop, and implement sound instructional and educational programs.
- Provide a motivating and stimulating learning environment.
- Perform research and development activities pertaining to curriculum and instructional programs and innovative and creative pilot projects designed to enhance student educational opportunities and experiences.

Compensation: This position is contracted on an annual basis based on the current teacher salary scale. Salary is highly competitive and is commensurate with qualifications and experience, is highly competitive, and includes health plan and retirement plan benefits. Additional stipends may be available for coaches and/or various extracurricular faculty sponsors.

St. Patrick Catholic High School is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair performance of professional responsibilities. While being Catholic is not a requirement, being a practicing Christian in good standing is required as all employees are considered ministers.