Professional Opportunity: Library Media Specialist
All Saints’ Episcopal Day School
Phoenix, Arizona

All Saints’ Episcopal Day School in Central Phoenix is seeking a Library Media Specialist for the 2022–23 school year, beginning in August 2022. The candidate for this full-time position will join an exceptional and talented faculty and work with bright, motivated, and engaging students. This ten-month position reports to the Head of Lower School and the Head of Middle School.

Responsibilities
● The Library Media Specialist works with students and teachers to develop and promote skills and interest in literacy, research, and media.
● Library Media Specialist is in charge of the library and its materials.
● The Library Media Specialist is responsible for working collaboratively with school administration and faculty to develop a library program that:
  ○ supports the classroom curriculum;
  ○ supports individual students’ interests and reading levels;
  ○ provides instructional leadership for the teaching of literacy skills;
  ○ develops and maintains a library/media center collection rich in both print and non-print materials;
  ○ manages the Library as a flexible, multi-task learning environment;
  ○ collaborates with the DREAMlabs (makerspaces) on campus in conjunction with the technology integration specialists.

Primary Duties
● Assume a leadership role in modeling and teaching the skills necessary to access, evaluate, and use resources effectively and responsibly for students, faculty, and administration.
● Design, implement, and evaluate interdisciplinary lessons and units of instruction in collaboration with classroom and specialist teachers that result in increased student learning.
● Model and collaboratively teach reading comprehension strategies.
● Teach students to follow an inquiry process as they ask questions, evaluate, and collect information from multiple sources to construct understanding by thinking critically.
● Empower students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.
● Teach library classes to our youngest students that allow them to get excited about and connect with literature.
● Teach library skills classes to students and update associated curriculum documents with relevant standards, benchmarks, and resources.
● Collaborate with other educators to meet the learning needs of individual students.
● Work with faculty, administration, and other specialists to ensure that information literacy skills are embedded systematically throughout the school and library instructional program.
● Encourage the use of instructional technology to engage students and to improve learning.
● Create and maintain an inviting, safe, inclusive, and respectful learning environment that fosters intellectual inquiry.
● Collaborate with faculty to create an environment conducive to active and participatory learning and ensures resource-based instructional practices.
• Take a leadership role in organizing and promoting literacy projects and events that engage learners, encourage experiential learning, and motivate them to become lifelong readers.
• Maintain and update the library book collection and catalog, the leveled library, and other media and electronic subscriptions within the established budget (manage their circulation). 
• Maintain and regularly update the Library website with appropriate resources, book lists, etc., including summer reading.
• Provide prompt response to requests from classroom teachers for library support or materials with special topics, projects, or research, including presentations to subject area classes.
• Promote literacy and reading for pleasure among students; keep up to date with appropriate book recommendations for students.
• Promote literacy and the use of the library through special events such as book sales, contests, all-school reading events, displays, book talks, and author visits.
• Attend school meetings and school functions as part of our community.
• Perform other tasks and assume other responsibilities which may, from time to time, be assigned by the Head of School.

Qualifications
• Bachelor’s degree in Education, Library Science, or related field; Master’s degree preferred
• Experience teaching elementary and/or middle-school-age children, ability to manage library systems, and deep knowledge of literacy and literacy skill development
• Deep understanding of literature for young children and/or experience in teaching research skills
• Leadership and organizational qualities
• Strong written and verbal communication skills with an ability to effectively communicate with all stakeholders of the school and community
• Highly ethical team player
• Experience with inquiry and project-based learning a plus

Application Process and Materials
Qualified candidates should submit a letter of interest, resume, and statement of educational philosophy to employment@allsaints.org. Only complete application packages will be considered. Consideration of all candidates will take place until an offer is made and accepted.

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All Saints' Episcopal Day School in Phoenix, Arizona, is a parish-affiliated pre-k through eighth-grade coeducational institution enrolling approximately 520 students.

Situated 10 minutes from downtown in the north-central area of Phoenix, the campus is in an attractive residential area along beautiful tree-shaded streets. The 16-acre campus is shared with All Saints’ Episcopal Church.

All Saints' Episcopal Day School has nurtured the hearts and minds of students since 1963. As an outreach ministry of All Saints’ Episcopal Church, the School expects and promotes the individual’s active commitment to integrity, learning, and academic excellence. The challenging curriculum and close-knit, caring community reflect the traditional Anglican appreciation of cultural, racial, socioeconomic, and religious diversity. All children, regardless of their denomination, attend student-led chapel sessions twice a week and take part in religion classes. All Saints’ Episcopal Day School is open and inclusive of all religious traditions and embraces diversity as a value to be sought, including in its employment practices.

All Saints’ is accredited by the Independent Schools Association of the Southwest and holds membership in the National Association of Independent Schools, the Arizona Association of Independent Schools, the National Association of Episcopal Schools, and the Southwestern Association of Episcopal Schools. All Saints’ Episcopal Day School is an Equal Opportunity Employer.