



Library Media Specialist

Riverside School is a private school that serves students in grade K-8 with dyslexia and similar language-based learning differences. We provide one-on-one reading instruction, small class sizes, and a nurturing environment so that students can return to mainstream education fully prepared to realize their highest potential.

Description:

- Twelve hours a week when school is in session (not breaks or summer, unless otherwise directed), reporting to the Director of Curriculum

Qualifications:

- Bachelor's Degree (Library Media licensure preferred)
- Previous experience in evaluating and selecting print and digital resources
- Highly-motivated, organized, and able to work independently
- Excellent oral and written communication skills, including the ability to collaborate with staff
- An understanding of learning disabilities and differentiated instruction
- Knowledge of children's literature
- Experience with instruction of information and technology literacy skills, including the research process

Responsibilities:

- File books and multimedia.
- Prepare weekly library lessons for each class that encourage a love of reading for students who struggle to read.
- Maintain library in an organized fashion.
- Maintain computerized inventory catalog of books and multimedia.
- Coordinate library activities with classroom teachers and assist faculty with library materials.
- Organize special projects (Book Fair, Birthday Book Club, Bookshare, summer reading program).
- Organize library materials with supplies within the designated budget.
- Plan, develop, and encourage selection and purchase of age/interest appropriate literary and media materials in collaboration with students and staff.
- Create bulletin board displays.
- Substitute in classes (substitute pay applies).

Other Duties as Assigned:

- Possibility of additional hours for special projects, as directed by the Head of School