



Our Mission

Inspired by St. John Baptist de La Salle, La Salle Catholic College Preparatory develops students of faith, service, and scholarship by providing a transformative education allowing students to realize their maximum potential and use their gifts to serve Christ and humankind.

La Salle optimizes financial and academic accessibility for students, especially the underserved, who desire a rigorous and relevant education preparing them for college and life.

The La Salle Prep community inspires students to find their voice as global citizens, to put their faith into action, and to lead exceptional lives of integrity, honoring the God-given dignity of all.

Equity Statement

Guided by our Lasallian Catholic mission and core belief in God's presence in all things, La Salle Catholic College Preparatory commits to equity, inclusion, diversity, and justice. [View our full equity statement here.](#)

Library & Media Specialist Job Summary

The Library & Media Specialist establishes, implements and directs the objectives and procedures of the school library according to the philosophy of the school, the guidelines established in conjunction with the administration and consistent with the standards of professional school librarians. The LMS is responsible for ensuring that all La Salle students are effective users of information and ideas. The LMS serves on the Instructional Technology Team and contributes to the professional development of faculty through integrative, digital, online and media based tools. The LMS is accountable directly to the Vice Principal of Academics.

Professional Requirements and Skills

Certified Library Media Specialist – K-12 Educational Media Endorsement or Master's in Library Science.
Highly skillful at using educational technology
Effective collaborator and communicator
Strong organizational skills

Leadership

- Use in-depth knowledge of information media and La Salle's curriculum to lead and support the integration of a schoolwide information literacy program
- Offer professional development to faculty on media-based tools and information literacy; develop language and resources on effective use of ideas and information
- Research latest technologies and provide training and access for teachers and students

- Curate resources to engage students in intellectual curiosity
- Promote and maintain a school-wide culture of reading and literature appreciation.
- Align library initiatives with our Graduate Profile
- Oversee the integration of student academic portfolios and senior presentations of portfolios at end of school year
- Serve as a member of Academic Council

Library Administration

- Develop and administer a library budget aligned to library, school and district goals and objectives
- Develop maintain, and provide equitable access to a collection of diverse informational and recreational resources in multiple formats
- Recruit, train, and supervise student assistants and community volunteers
- Oversee the planning for and management of the library facility; maintain clear expectations and procedures
- Share trends and emerging research related to education and technology
- Oversee, monitor all library hardware – Chromebooks, iPads, library carts, cameras, printers, scanners, and other peripherals, assisted by the Technology Director (TD); anticipate future needs and plan accordingly
- Provide retrieval systems - keeping the circulation system up-to-date and running smoothly and tying into other area libraries for student and teacher search and retrieval.
- Adhere to copyright as well as other laws and guidelines pertaining to use and distribution of resources

Instructor and Consultant

All lesson plans exhibit belief in the importance of critical thinking as an educational tool, belief in lifelong learning, and support freedom of information in a democratic society

- Teach the limitations of each type of medium used to access and retrieve information
- Teach the use of special information retrieval tools - electronic databases, electronic encyclopedias, multimedia software, and the internet
- Orient incoming freshmen as to the use of the library, its computers, and circulation system
- Teach all incoming freshman internet search strategies, evaluation tools and citing rules
- Teach students to be effective consumers, producers and presenters of information and ideas and to leverage technology in those pursuits
- Teach students and school staff to be safe, ethical, and responsible digital citizens
- Provide assistance in locating information - serving as a guide to students and teachers to determine appropriate and accurate information sources
- Develop flexible policies for the use of resources - insuring confidentiality and intellectual freedom
- Collaborate on the instruction of research, information literacy, and digital literacy across all departments

Please send your cover letter, resume, and licensure credentials to Anastasia Mickelson at amickelson@lsprep.org or call (503) 353-1431.

Position to be filled for the 23-24 school year, open until filled.