



Full Time Position: Library Media Specialist

We are currently seeking a motivated and dedicated Library Media Specialist. The role of the Library Media Specialist is to work cooperatively with staff, students, families, and the community in order to address the educational needs of learners and implement a program that integrates and embeds 21st century skills through a visionary school library media program. The Library Media Specialist will maintain a diverse and current media collection and facilitate student and staff use of the resources in the media center program. The position emphasizes effective integration of instructional technologies with general education curriculum, communication with families, and continual program evaluation and development. Bright is an equal opportunity employer, and we strongly encourage candidates of all backgrounds, genders, and abilities to apply.

About Bright School

The Bright School was founded in 1913 by progressive educator Mary G. Bright and currently enrolls about 350 students from junior preschool age 3yrs. to fifth grade. From junior preschool through the elementary years, our school provides a seamless transition from grade to grade, each year building upon each other to prepare graduates for middle school and beyond. The majority of our graduates continue on to the best middle and high schools in Chattanooga and later to college. Our curriculum and activities are a blend of the hands-on and personalized learning upon which Miss Bright built her school and innovative practices of today that nurture and challenge students.

Our Mission The Bright School builds a foundation upon which students become wise and compassionate citizens of the world. Its century of progress fosters the intellectual, artistic, physical, and moral growth of young boys and girls.

Essential duties and responsibilities include:

- Create a Responsive Classroom environment conducive to learning and appropriate for the academic, social, and emotional development of students.
- Provide a vibrant atmosphere where students feel safe, loved, and supported with access to books of all interests.
- Focus on promoting literacy and a love of reading for grades Junior PreKindergarten through Kindergarten, and information, media, and 21st Century skills for grades First Grade through Fifth Grade.
- Plan and teach technology classes for kindergarten and first grade students
- Nurture and inspire a love for reading and books of all genres.
- Collaborate with students and other members of the learning community to determine learning and information needs.
- Join with teachers and others to connect student information needs, curricular content, learning outcomes, and a wide variety of print, nonprint, electronic information resources.

- Develop practices and curricula that guide students to foster an appreciation for reading, seeking knowledge, and digital citizenship.
- Organize library programs including but not limited to our yearly birthday book program, book fairs, summer reading, and author visits.
- Help organize, support, and build upon classroom libraries.
- Bring awareness of information issues into collaborative relationships with teachers, administrators, students, and others.
- Have a working knowledge of Chromebooks, iPads, and desktop computers; maintain a constant focus on the nature, quality, and ethical use of information available in these and more traditional tools.
- Collaborate with the parent association library volunteer committee.
- Maintain a check-out system for all library materials as well as accurate up-to-date online catalog records.
- Inventory all materials annually and complete related reports.
- Manage budgets, equipment, donations, and the library facility.
- Collaborate with the Assistant Head of School for Operations and Technology to evaluate instructional technologies and provide professional development to teachers and staff focused on these initiatives.
- Assist the administration in maintaining and managing the school's online subscription databases.

The ideal candidate will have the following qualifications:

- Minimum of one year of experience in teaching elementary library science or at least three years of classroom teaching experience.
- Working knowledge of Windows 10 and Google Suites.
- Working knowledge of library organization.

Physical Demands/ Work Environment

- Prolonged periods standing and walking throughout school and classroom.
- Must be able to lift up to 45 pounds at a time.
- Must be able to kneel, sit, stand, crawl, push, and pull to assist and teach children throughout the day.

Required Qualifications:

- Bachelor's Degree, preferably Master's Degree in library science education or equivalent
- Upholds our Bright School Operating Principles:
 - We honor our commitments.
 - We invest in and support each other's development.
 - We hold confidences.
 - We treat everyone with respect and kindness.
 - We have fun in our work.

To apply, please send a cover letter and resume to Kendra Reasor, Assistant Head of School for Curriculum and Instruction, at Kreasor@brightschool.com.

Learn more about The Bright School at www.brightschool.com.