# PLEASE POST

BREMEN COMMUNITY HIGH SCHOOL DISTRICT 228

## Midlothian, IL 60445

**NOTICE OF POSITION**

## June 18, 2018

**POSITION:** Library Information Specialist (1.0)

**STARTING DATE:** 2018-2019

**QUALIFICATIONS:** 1.A valid Illinois Type 09 certification.

2. Library Information Specialist endorsement. May also include Media endorsement.

**TERMS OF EMPLOYMENT:**

1. Work Year: Will be determined according to current District contractual agreement.

2. Fringe Benefits: Health, dental, and life insurance plus sick leave, and personal business leave.

3. Salary: Placement on teacher’s salary schedule.

**PERFORMANCE RESPONSIBILITIES:** See attached job description.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of Professional Personnel.

**APPLY TO:** Interested applicants should attach a letter of interest and supportive documentation (complete resume, copy of certificate, college credentials and transcripts, and references) to the online application on the District web site at:

<https://www.applitrack.com/d228/OnlineApp/default.aspx>

### APPLICATION

**DEADLINE:** Until position filled

POSITION: Library Information Specialist

LOCATION: Oak Forest High School

EFFECTIVE DATE: 2018-2019 School Year

QUALIFICATIONS:

1. A valid Illinois Type 09 certification.
2. Library Information Specialist endorsement. May also include Media endorsement.

PERFORMANCE RESPONSIBILITIES:

Planning and Preparation

1. Demonstrating knowledge of current trends in library/media practice and information technology.
2. Demonstrating knowledge of the school’s program, and student information needs within that program.
3. Establishing goals for the library/media program appropriate to the setting and the students served.
4. Demonstrating knowledge of resources, both within and beyond the school and district, and access to such resources as inter-library loan.
5. Planning the library/media program integrated with the overall school program (including schedule for individual classes and events such as book fairs, work in classrooms, time for locating resources).

The Environment

1. Creating an environment of respect and rapport.
2. Establishing a culture for investigation and love of literature.
3. Establishing and maintaining library procedures, including supervising library assistants.
4. Managing student behavior.
5. Organizing physical space – organized for smooth flow, clear signage, adequate space for different activities, attractive displays.

Delivery of Service

1. Maintaining and extending the library collection in accordance with the school’s needs, and within budget limitations, and including a periodic inventory, repairs, weeding out, etc.
2. Collaborating with teachers in the design of instructional units and lessons.
3. Engaging students in learning information skills.
4. Assisting students and teachers in the use of technology in the library.
5. Demonstrating flexibility and responsiveness.

Professional Responsibilities

1. Reflecting on practice.
2. Preparing and submitting budgets.
3. Communicating with the school community.
4. Participating in a professional community.
5. Engaging in professional development.
6. Showing professionalism, including integrity, including observing copyright laws.

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CLOSING DATE:

Until filled.

**School District 228 is an Equal Opportunity Employer**