



Upper School Media Specialist

Tallulah Falls School is accepting applications for a high school certified media specialist. The position opening is for the 2020-21 academic year. The Media Specialist shall function as a leader in the learning community by collaborating with faculty and staff to prepare students with information and technological literacy skills for lifelong independent learning. The Media Specialist shall administer the library media program in conformance with professional library standards and principles as well as local and state policies. This Media Specialist would join a group of educators that believe that culture is everything. TFS faculty and staff play an integral role in meeting the educational and emotional needs of our students in and out of the classroom.

QUALIFICATIONS

- Georgia teaching certificate or state equivalent in the specific field of Media Specialist
- Bachelor's degree
- Teaching experience in the upper school is preferred

RESPONSIBILITIES

- Communicate and make effective connections with upper school students
- Plan a technology education program involving demonstrations, lectures, discussions, and student experiments; organize activities for optimal learning
- Provide programs and services to encourage lifelong learning through developing students' critical reading, viewing, listening, and thinking skills.
- Collaborate with grade and department level faculty to develop professional learning communities
- Manage use of the library administrative and instructional software, hardware, and network to enhance library services.
- Assist principal in curriculum coordination and staff development across the curriculum.
Professional Growth
- Maintain appropriate and required records, inventories, and files.

- Work with administrators, teachers, parents, and others to provide access to varied information sources to meet students needs.
- Implement programs that encourage reading for pleasure and promote the enjoyment of literature representing diverse cultures and genres.
- Maintain a functional, attractive, and welcoming environment.
- Establish a collection development plan to meet the needs of teachers and a diverse student population.
- Serve as a school leader in the evaluation, acquisition, and utilization of traditional and technological resources.
- Plan collaboratively with teachers to incorporate the use of library media resources and information and technological literacy skills into content curricula.
- Demonstrate to students, staff, and others strategies for accessing and utilizing information from traditional and technological resources.
- Participate in effective staff development to consistently update skills and knowledge that relate to library media programs and technology.

Tallulah Falls School seeks a candidate that desires to be a part of a special team that seeks to capture hearts, elevate character and intellect, and prepare our students to thrive in life.

Preferred candidates will contribute to the academic and extracurricular life of the school through a willingness to coach and/or sponsor clubs.

Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission. Salary is commensurate with education and experience. Those fortunate enough to influence young lives at TFS receive a competitive benefits package.

Interested candidates should email a cover letter, resume, and a list of three professional references to kim.popham@tallulahfalls.org. No phone calls, please.

Tallulah Falls School is an equal opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and by signing a consent agreement to release TFS from liability.