

## **Secondary Media Center Specialist**

**Department:** Schoolwide (focus on Middle School & High School)

**Status of Hire:** Overseas Direct Hire (ODH) / Local Hire (LH)

**Reports To:** Chief Academic Officer

### **Objective:**

Provide innovative library media and informational instruction in support of the middle school and high school curriculum by supporting teachers to incorporate the latest information and technology available.

### **Qualifications:**

- Bachelor's degree in a relevant subject area
- State/provincial teaching credential (School librarian/media specialist certification preferred)
- Previous school library/media specialist experience preferred
- Proficient technology skills and knowledge of Google Suites and Library Management Systems (such as Follett Destiny Library Manager) preferred
- Evidence of continued professional development and lifelong learning
- Excellent communication, organizational, and interpersonal skills

### **Duties and Responsibilities:**

- Oversee all Secondary Media Center operations.
- Support teachers in the delivery of the curriculum.
- Liaise with Middle School and High School teachers to assist in delivering informational and research instruction.
- Coordinate the acquisition of new and innovative information technology resources.
- Maintain and update all secondary media resources on an annual basis.
- Oversee the circulation of all electronic/virtual and actual periodicals and literary volumes.
- Collaborate with the Elementary Media Center Specialist and division administrators to schedule and plan library media and informational instruction services and programs.
- Promote the school wide informational instruction program by collaborating with the Elementary School Media Center Specialist on a regular basis.
- Engage in lifelong learning by regularly participating in professional learning opportunities.
- Coordinate Secondary Media Center bookings.
- Promote and encourage all members of the YISS community to use the Secondary Media Center.

### **Professional Expectations:**

- Complete the Christian Philosophy of Education in-service program within the first 2 years of working at YISS.
- Work with the Leadership in implementing all policies, procedures, and directives governing the operation of the school.
- Complete professional learning programs as required by YISS.
- Maintain professional certifications as required by a sponsoring agency (state/provincial education department, ACSI, etc.).
- Acquire professional certifications as required by the laws of Korea (Seoul Metropolitan Office of Education and Immigration), NICS, and/or YISS.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Develop and maintain a positive rapport with students, parents, and staff by treating others with friendliness, dignity and consideration.
- Respectfully submit and demonstrate loyalty to constituted authority.
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste and in agreement with school policy.

### **Adjunct Duties:**

- Perform other duties as assigned.
- Abide by and support all policies of YISS and NICS/Oasis.

*All employees and associates are required to adhere to a Safeguarding Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.*

### **Application Process:**

Interested candidates may apply using the website below:

<https://www.nics.org/accounts/register/>