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## LIBRARY AND DIGITAL MEDIA SPECIALIST

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Chicago Public Schools (CPS) is the third largest school district in the United States, serving over 350,000 students in 600+ schools and employing nearly 36,000 people, most of them teachers. CPS has set ambitious goals to ensure that every student, in every school and every neighborhood, has access to a world-class learning experience that prepares each for success in college, career and civic life. In order to fulfill this mission we make three commitments to our students, their families and all Chicagoans: academic progress, financial stability and integrity. Five core principles are embedded within these commitments – high quality, rigorous instruction, talented and empowered educators, safety and support, financial stability and collective impact.

The Library and Digital Media Specialist position is a role within the CPS Department of Curriculum, Instruction, and Digital Learning, and the ideal candidate will be a highly-effective, flexible innovator. The Library and Digital Media Specialist supports the work of teacher-librarians, technology teachers and tech coordinators across the district, develops and delivers professional development, and is responsible for the libraries' team social media and web presence and data usage to drive work. The Library and Digital Media Specialist will leverage his/her experience and expertise in the areas of libraries, instructional technology, media literacy, and curation in support of the district's Curriculum Equity Initiative.

The Curriculum Equity Initiative is a multi-year effort to design a suite of digital curricular resources with a wide range of functionality to help support all of the content and instructional needs of every educator. While most instructional materials are already available in digital format, this new resource will have advanced functionality to enable teachers to copy and modify materials to meet the unique needs of their students and support all of the content and instructional needs of every educator. The Library and Digital Media Specialist's role will serve as ground level support for teacher-librarians as the district transitions toward digital learning and the curation of rigorous instructional resources.

The Library and Digital Media Specialist reports directly to the Library and Digital Media Manager.

### **Primary Responsibilities:**

- Provide professional development at the school, network and district level, as well as at local and state conferences, on best practices in library and technology instruction
- Develop and administer online and face-to-face training to support high quality library instruction
- Manage district-wide library programming projects and events
- Curate and manage digital assets, such as eBooks, online databases, and websites, to support research and learning
- Manage departmental presence on CPS internet and intranet sites and on social media
- Support curriculum development and quality lesson planning in the library media center to promote CCSS integration, aligned AASL library standards, and current instructional practices across content areas
- Develop support resources for the REACH Framework for Teacher Librarians and co-manage teacher librarian teams that develop local assessments.
- Consult with and support librarians and administrators at assigned schools on matters related to school librarianship

- Support new and re-opening school libraries and other school library projects
- Consult on the development of district-wide policies, guidelines, and recommendations related to school librarianship
- Assist in the development of recommended reading and purchasing book and digital resource lists
- Participate on RFP committees and assist with procurement contracting processes
- Work closely with vendor partners
- Write and manage district library grants, and other grants as assigned
- Other duties as assigned

**In order to be successful and achieve the above responsibilities, the Library and Digital Media Specialist must possess the following qualifications:**

**Type of Education Required:**

- Graduation from an accredited college or university with a Master's degree in Library and Information Science.
- Type of Certification Required: Elementary or secondary teaching certificate with endorsement in Library Media.
- Illinois Administrative Certification (Type 75), Illinois endorsement in Instructional Technology, National Board Certified Library Media Specialist, and/or Illinois Teacher Evaluator Certification a plus but not required.

**Type of Experience and Number of Years:**

- Five or more years working as a teacher-librarian
- Experience in planning and delivering professional learning experiences and activities
- Evidenced success in collaborating with culturally and educationally-diverse teams of teachers

**Knowledge, Skills, and Abilities:**

- Evidence of superior collection development expertise and knowledge of children and young adult literature
- Proven experience in managing an online integrated library system
- Demonstrated expertise in creating library-related websites, videos, and instructional materials; ample evidence of student-created digital artifacts produced in the library program
- Experience in integrating instructional technology with the library program
- Expertise in managing an active professional learning network related to library and technology instruction
- Experience in providing professional development at the school and/or network level
- Experience in presenting sessions at local, state, and/or national events
- Expertise in the use of Common Core State Standards, American Association of School Librarians Standards, and ISTE NETS Standards
- Familiarity with the REACH Framework for Teacher-Librarians and REACH Performance Tasks for Teacher-Librarians
- Excellent written and verbal communication skills
- Proven experience in managing data and creating reports; strong skill set in using G Suite for Education
- Experience in complex project management and long-term projects
- Proven ability to collaborate with colleagues and work as a member of a team

**Residency Requirement:**

As a condition of employment with the Chicago Public Schools (CPS), employees are required to live within the geographic boundaries of the City of Chicago within six months of his or her CPS hire date and maintain residency throughout their employment with the district.