

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE:	Lower School Librarian/Media Specialist – Main Campus
DEPARTMENT:	Lower School
REPORTS TO:	Head of Lower School – Main Campus
FLSA:	Full-time, Non-exempt
TERM:	10 Months

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 900 students and 165 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

Under the supervision of the Head of the Lower School – Main Campus, the Librarian/Media Specialist is responsible for oversight and administration of the Lower School Library. The individual will maintain all print, non-print and electronic collections as well as manage curricular support materials and equipment. This individual will provide instructional leadership and encourage the use of educational technology to engage students and improve learning, and manage the Lower School Library as a flexible, multi-tasking learning environment. The Librarian/Media Specialist will collaborate with school faculty and administrators to develop a program that supports the instructional curriculum. The individual will teach developmentally appropriate lessons on a weekly rotation to all students in the Lower School. This individual will embrace the vision, mission and core values of the school.

Librarian/Media Specialist Essential Functions:

- Teach the skills of information retrieval, effective evaluation of information and ethical use of information as they relate to the program of instruction to both students and teachers;
- Collaborate with teachers in planning assignments and supporting the development of library, literacy and research skills;
- Perform collection development by selecting, ordering, and adding new items to replace and/or update media center resources;
- Introduce new instructional materials and technologies to staff;
- Supervise library assistants and volunteers in the media center;
- Plan and direct special projects involving literacy and library promotion; including book fairs;
- Demonstrate commitment to improving professional competence;
- Assess student learning on an ongoing basis and alters instruction to meet group/individual needs;
- Use NSA curriculum to plan daily instructional activities;
- Ability to teach virtually via Zoom, Google Hangouts or other virtual learning technology applications to provide educational services via remote learning for a reasonable time should the school be closed for an extended period of time as a result of an unforeseen event (i.e. pandemic, pervasive health emergency or other catastrophe out of the control of the school); and
- Perform other duties as assigned by the Head of Lower School – Main Campus.

Required Education/Background:

- Bachelor's degree in education or library sciences with a focus on media
- Current Virginia Collegiate Professional Licensure, with endorsement in Library Media, preferred
- 1 – 5 years of relevant teaching experience in library science in an independent school preferred, with student-centered pedagogy.
- Technology proficiency is essential including use of Microsoft Word, Excel and PowerPoint and the use of

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SmartBoards and digital projectors preferably in an Apple environment. Proficiency with Google Educational Apps, and Blackbaud preferred, but not required.

- Familiar with 21st Century Skills, possesses a student-centered outlook, effective in integrating technology into the classroom.

Required Skills:

- Familiarity with teaching 21st Century and possesses a student centered outlook
- Understand the needs of students in a challenging academic independent school environment
- Ability to collaborate effectively with teachers and ensure cohesion of the program across divisions
- Understand the mission of the school and the need to focus on the education of the whole child
- Demonstrate initiative and self-motivation
- Value parents as a vital resource in educating a child
- Represent the school positively in the community
- Excellent organizational skills and communication skills, both written and oral
- Understand the critical nature of building positive working relationships with students, parents and colleagues
- Work collaboratively not only with teachers within the Lower School but also school-wide

Nansemond-Suffolk Academy offers a competitive salary, health, retirement, disability and life insurance benefits. Qualified applicants shall submit a completed NSA employment application (form posted online), resume with references and a cover letter explaining their interest in and qualifications for this position to Angie Thompson, Director of Finance and Accounting, at athompson@nsacademy.org, for further consideration. Salary commensurate with experience.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.