



Maumee Valley Country Day School

Position opening: Library Media Specialist

Type: Full-time faculty (185 days per year paid over 12 months)

Application deadline: Until filled

Start date: Aug. 10, 2023, for orientation

Maumee Valley Country Day School is seeking a dynamic, engaging individual who values autonomy and has a love of library science, students, and lifelong learning. A good candidate has experience managing library systems and inventory, navigating age-appropriate reading materials, and planning and implementing age-appropriate programs for the entire student body.

This position reports to the Head of Middle School and collaborates closely with the entire community of learners, including parents and employees. As a full-time **faculty member**, the position offers all benefits afforded to full-time employees, including but not limited to, a rich and diverse offering of comprehensive health benefits, generous paid time off, paid life insurance, tuition remission, a generous retirement plan, and professional development.

Key Responsibilities and Duties

Goals:

- Fully embrace MV's mission, vision, guiding principle, and the portrait of an MV graduate;
- Ensure students and staff are effective users of ideas and information;
- Empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information;
- Instill a love of learning in all students and ensure equitable access to information;
- Collaborate with classroom teachers and specialists to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness;
- Provide leadership and expertise necessary to ensure the media center program is aligned with the mission, goals, and objectives of the school and is an integral component of the learning/instructional program;
- Collaborate with Upper School Student Support Team to execute the Cauffiel Tutoring Program;
- Develop and maintain a collection of resources appropriate to the curriculum, the diverse

learners, and the teaching styles and instructional strategies used within the school community;

- Evaluate, promote, and use existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide access to library services during the time students are on campus;
- Understand copyright, fair use, and licensing of intellectual property, and assist users with their understanding and observance of the same;
- Collaborate with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking;
- Develop a partnership with the instructional technologist to provide appropriate support to teachers in meeting the technology curriculum expectations ;
- Organize the collection for maximum and effective use;
- Participate on committees and task forces as needed; and
- Sponsor student clubs and activities as needed.

Skills and Competencies:

- Love of reading and lifelong learning
- Ability to establish rapport and work constructively with staff, students, parents, and community members
- Strong communication skills
- Flexibility
- Sense of humor

Credentials:

- Experience in school medial literacy or related work
- Demonstration of remaining current in professional practices and developments, information technologies, and educational research applicable to school library programs
- Bachelor's degree in relevant field required

Faculty: Must be willing and able to secure an [Ohio Permanent Non-Tax certificate](#) or Professional Teaching license. The school will support you in obtaining this once hired. However, it must be secured within the first six months of employment for compliance purposes.

Background check:

All Maumee Valley employees and volunteers must agree to a comprehensive background check and confidentiality agreement.

Equal Employment Opportunity

We are dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race, color, religion, sex, national origin, age, ability, sexual

orientation, gender identity or expression, military status, veteran status, ancestry, or citizenship, in accordance with applicable laws. In addition, we comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training. We value a diverse workforce.

Any employee who believes they have been discriminated against may discuss this with their supervisor or the Head of School.

HOW TO APPLY:

1. Complete this 8-10 minute survey: <https://go.apply.ci/s/E2UrzEp33W>
2. Email your documents in PDF format to hr@mvcds.org.
 - a. Documents needed:
 - i. [MVCDS Application](#)
 - ii. cover letter, resume
 - iii. three written professional letters of reference
 - iv. copy of college transcripts.
 - b. Please use the title of the position in the subject line of your email.

About MVCDS

At Maumee Valley Country Day School, children dream, explore, and cultivate their passions and strengths. Our faculty and staff do the same. We are more than a school and more than a group of people—we are a community of lifelong learners who inspire joy. As the only PK-12 independent school in northwest Ohio, we support an accomplished and diverse student body within a progressive academic program.

A Maumee Valley education is Personal, Experiential, and Global—it is a journey of discovery and of action that defines each child’s learning experience. Through an intentionally crafted curriculum including active lessons as well as serendipitous explorations, a Maumee Valley education launches children toward the investigation of the world and helps them find their place in it. With our students at the center of our decision-making, we aspire to seek understanding, grow in our compassion and empathy, and adapt to the ever-changing world our students will one day lead. Maumee Valley is grounded in our [Mission](#), [Vision](#), [Portrait of an MV Educator](#), [Portrait of an MV Graduate](#), and commitment to [Diversity, Equity, and Inclusion](#).

We believe in collaboration, innovation, and the power of community.