

Christ Presbyterian Academy Job Description  
High School Information Specialist

**Position Purpose:** Create a vibrant and welcoming environment in which both students and teachers are guided to access information in a wide variety of formats, instructed in acquiring, evaluating and using information and the technology needed in this process, nurture a passion for literature and other resources to broaden their perspectives. As a collaborator, change agent, and leader, the integration specialist develops, promotes and implements a program that will help prepare students to be passionate readers, effective researchers, and users of ideas and information, which are lifelong skills.

**POSITION HELD BY: Vacant**

**SUPERVISES: Support Staff and Volunteers**

**DIRECT REPORT: Principal**

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**POSITION OUTCOMES/EXPECTATIONS:**

**I. Teacher**

As a teacher, the High School (HS) Information Specialist empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. The HS Information Specialist supports students' success by guiding them in:

- Reading for understanding, for exposure to a diversity of viewpoints and genres, and for pleasure
- Welcoming students to the library and making the library an active area of continuous learning
- Building on prior knowledge and constructing new knowledge
- Working with peers in successful collaboration for learning
- Constructively assessing their own learning and the work of their peers
- Employing copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same
- Recognizing and applying the Christian worldview in all areas of learning
- Embracing innovative and learner-appropriate uses of technology to improve learning, and research skills

The HS Information Specialist works on behalf of students by:

- Genuinely enjoying interacting with and engaging in the lives of students
- Taking responsibility for students who are not succeeding and giving extra help

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- Frequently checking for understanding and giving students helpful feedback
- Modeling effective strategies for developing multiple literacies
- Motivating and guiding students to appreciate literature and reading , which includes reading books that the students are reading
- Collaborating with teachers and other colleagues to design, teach, and assess learning experiences that incorporate inquiry learning, information literacies in their formats, critical thinking and self-assessment
- Creating and maintaining in the school library space a teaching and learning environment that is inviting, creative, flexible, and conducive to student learning
- Evaluating and purchasing educational databases and library software and regularly teaching students to use online resources
- Possessing the skills of a research specialist, well versed in MLA style and research tactics
- Building and maintaining a print collection that supports the curriculum and needs of students and faculty

## **II. Professional**

As a professional in the CPA learning community, the HS Information Specialist exemplifies a positive attitude, a professional demeanor, and spirit of collaboration in:

- Engaging as a community member always seeking to promote the mission, vision and values of the Academy
- Maintaining appropriate boundaries, and performing all faculty-related duties with enthusiasm and diligence
- Maintaining active memberships in professional associations
- Cooperating and networking with other libraries/agencies and professional associates
- Serving on decision making teams regarding school improvement and accreditation activities
- Cooperating with all in-school systems of organization (i.e. use of test calendar, Moodle, PowerSchool, Atlas, announcements, attendance, etc.)
- Utilizes the Christian worldview in all areas of teaching and administration

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QUALIFICATIONS AND REQUIREMENTS

I. Education, Certifications, and Experience:

- Bachelor's Degree required
- Master's Degree preferred
- Five years experience teaching in a upper school classroom setting preferred
- Experience in a library setting valued

II. Technical Competencies and Skill:

- Possesses strong oral and written communication skills
- Works independently with little direct supervision
- Works effectively as part of a team
- Demonstrates strong work ethic to achieve Academy goals
- Displays effective multi-tasking and time management skills
- Utilizes all required and recommended CPA computer applications (Word, Excel, PowerPoint/Keynote, email, PowerSchool, Atlas, and Moodle)

III. Requirement:

- All employees must commit to performing their duties in accordance with the stated mission and purpose of the school, CPA Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of an evangelical Christian church.

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All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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