

Job Description

Position Title: Library Department Chair
Department: New Canaan High School Library
Reports To: High School Principal
Salary Range: Salary + Department Head stipend

Position Summary: Envision and implement innovative teaching and learning through the library program

Essential Job Functions:

1. Participate in district and building level administrative conversations and professional development
2. Collaborate with the teaching and learning community to develop inquiry-based instruction and assessment that embeds P21* and L4L* skills into the core NCPS curricular program. This requires a comprehensive understanding of the district curriculum in each of the designated disciplines and participating in the curriculum review process where possible.
3. Implement varied and innovative strategies to promote reading for pleasure for all members of the learning community.
4. Engage learners, and demonstrate impact of instruction
5. Publish digital version all to face-to-face instruction online - must be accessible by entire learning community, including parents, and outside districts.
6. Manage program advocacy & promotion via participatory media and face-to-face interaction.
7. Interact with internal and external Professional Learning Communities regularly to keep abreast of current trends in educational innovation.
8. Document and publish impact of personal professional growth on student learning
9. Manage library collection - collect, organize, preserve, and disseminate resources
10. Manage department budget and evaluate staff

Essential Job Requirements:

CERTIFICATION:

- Library Media Specialist
- Intermediate Administrator Certification

- other teacher certification

EDUCATION:

- Master's Degree

EXPERIENCE:

- Minimum 5 years of classroom instruction
- Minimum 1 year in library service (or student teaching)

REQUIRED SKILLS:

- Lesson planning and instruction
- Curriculum development
- Self-directed learning

VALUED APTITUDES:

- Curiosity
- Resourcefulness
- Resilience