

## Woodcrest Christian School System

### **Library-Media Specialist**

Woodcrest Christian School

#### **MINISTRY DESCRIPTION**

##### **MINISTRY MISSION:**

The Library-Media Specialist provides Godly servant leadership for the administration, faculty, and staff for grade levels assigned. The Librarian's mission is to Glorify God by Pursuing Excellence in *Christ-centered Academics*. The Librarian's purposes are to LEAD students and their families to faith in Jesus Christ for salvation and daily living, to CHALLENGE every believer to obey God's Word for growth in Godly wisdom and Christ-like character, and to EMPOWER believers by the Holy Spirit to change the world by using their God-given gifts and talents. The Library-Media Specialist is to ensure that WCSS Expected Results are achieved so that graduates demonstrate Christ-centered **Wisdom, Character, Stewardship, and Service**.

##### **MINISTRY QUALIFICATIONS:**

The following qualifications are prerequisite to and remain conditions of employment for the Librarian: New Birth, Christian Growth, Family Commitment, and Commitment to a Local Church, Preparation and Calling to Ministry in the School System.

##### **MINISTRY RELATIONSHIPS:**

- A. The Library-Media Specialist reports directly to the High School Principal.
- B. The Library-Media Specialist works closely with the Middle School Principal, Operations Director, MS and HS faculty, and others as directed by the HS principal.

##### **MINISTRY RESPONSIBILITIES:**

###### **A. Focus on Spiritual Ministry:**

1. Be a role model for students, staff and parents in the function of your responsibilities and daily interactions.
2. Help establish and maintain an atmosphere on campus in which each student is presented with the Gospel and in which each Christian is sufficiently challenged for spiritual growth.
3. Foster a warm, spiritually inviting place on campus for students to gather.

###### **B. Support the Academic Program:**

1. Provide quality leadership for the faculty, staff and students in providing academic resources and support through the effective oversight of the library, textbooks, and online databases and subscription services.
2. Support the curriculum goals, which emphasize the pursuit of excellence in Christ-centered academics throughout the school program.
3. Support the academic program through the provision of resources (electronic and physical) to students and staff.
4. Oversee and facilitate the implementation of a student to student after school tutoring program.
5. Facilitate the prompt and efficient implementation of a test make-up service on a daily basis.
6. Facilitate, alongside the English department teachers, the ordering and distribution of English novels to students.

7. Oversee and facilitate the effective collection, repair, distribution and ordering of textbooks for all course at the WCS campus.
8. Oversee the implementation of student “technology assistants.”
9. Oversee and help facilitate the implementation of a “food service station” within the library.
10. Assist students in using physical and electronic reference materials.
11. Maintain an annual inventory of all physical and electronic library holdings.
12. Process new or donated materials for library use.
13. Screen all materials that would be offensive in a Christian setting.
14. Assist the MS and HS Principals in the ordering of new textbooks. Coordinate and organize the check out and check in of textbooks to the students. Bill parents and students for damages. Provide a list of names to the principals at the end of the school year who lost or damaged their textbooks for the purpose of withholding Report Cards, Transcripts, Referrals, and Diplomas. Repair any textbooks that can be salvageable. Maintain resource materials for teachers.

**C. Support the Faculty:**

1. Act as a role model for the faculty.
2. Assist the faculty in being Christlike and professional in all contacts with students and parents in the School System.
3. Assist the faculty in the acquiring and returning of sample textbooks for possible adoption.
4. Assist the faculty in providing various electronic database and subscription services and provide training to faculty in the same.

**Employment Requirements**

- The following qualifications are prerequisite to and remain conditions of employment for the Library-Media Specialist: New Birth, Christian Growth, Family Commitment, and Commitment to a Local Church, Preparation and Calling to Ministry in the School System.
- A heart that seeks to share Christ with students.
- BS/MS in Library Science or equivalent experience and education.
- The ability to work independently and follow through to completion assigned tasks and responsibilities.
- An understanding of and ability to practice Christ-centered servant leadership.
- A high degree of organizational skills to effectively implement the required programs and meet the ministry responsibilities of the Library-Media Specialist position.
- The Library-Media Specialist must possess good interpersonal relationship skills.
- The Library-Media Specialist must possess Christian discernment and be able to scrutinize potentially offensive materials that should not be placed in a Christian library.
- Possess computer skills commensurate with the needs and responsibilities of the Library-Media Specialist position.
- Be able to lift up to 20 pounds and carry smaller loads from different levels of buildings.
- Stand on feet for several hours at a time
- Input data into computer
- View computer screen for 3-5 hours per day on average
- Reach various heights to shelve books, etc.
- Make repetitive hand motions involving computer input and/or textbook repair
- Send resume to [mr.lambert@wcss.org](mailto:mr.lambert@wcss.org)