



MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

Dr. Kenneth Wallace
Superintendent

Administration Center
1177 South Dee Road
Park Ridge, Illinois 60068-4398

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PLEASE POST THIS NOTICE IN THE MAIN OFFICE AND DEPARTMENTAL OFFICES

VACANCY NOTICE
MAINE EAST HIGH SCHOOL
LIBRARIAN (NON-SCHOOL CERTIFIED)

QUALIFICATIONS/RESPONSIBILITIES

- Hold a degree in Library Science from an accredited ALA School of Library Science
- Have an in-depth knowledge of information literacy skills to support students, teachers, and the curriculum.
- Have familiarity in working with high school level students with the ability to meet their learning needs in relation to diverse interests and developmental needs
- Possess the knowledge and skill to develop and maintain a collection of resources appropriate to the curriculum, the learners, and instructional strategies used within the school community.
- Will provide oversight for the Maker Space as an extension area within the Learning Resource Center that is conducive to active and participatory learning and resource-based instructional practices in collaboration with teaching staff.
- Will collaborate with teachers in planning assignments likely to lead to extended use of the Learning Resource Center including the media center resources and Maker Space.
- Can articulate how to collaborate with teachers and students to design engaging inquiry-based learning experiences and assessments that incorporate multiple literacies and foster critical thinking through the integration of library/media resources with curriculum content.
- Possesses the knowledge and skill to efficiently operate a variety of Maker Space devices such as a 3D printer, Raspberry Pi, robotics, and others coupled with enthusiasm for learning new technology-related skills
- Demonstrates a familiarity with library standards, protocols, and tools for evaluating, acquiring, cataloging, and maintaining print and digital library collections.
- Remains current in professional practices and developments, information technologies, and educational research applicable to school library programs.
- Selects, evaluates, and orders new library materials.
- Maintains a comprehensive and efficient system for cataloging all library materials and instructs teachers and students in the use of the system.
- Maintains the Destiny Library System.

- Ideally will possess familiarity with a diverse repertoire of young adult literature and knowledge of current trends, popular titles, and authors
- Demonstrates evidence of a positive attitude, enjoyment of challenging work, ability to meet deadlines, and a willingness to work in a flexible environment with quickly changing tasks and priorities.
- Demonstrates a commitment to service excellence:
 - Excellent customer service attitude required: ability to work well and collaborate with others in a team, conducting oneself with tact and courtesy
 - Excellent interpersonal skills with demonstrated ability to implement and support user-centered processes, improve existing library services, and connect library services across curricular departments in new and innovative ways.
 - Excellent ability to troubleshoot calmly, patiently, and effectively.
 - Promote a positive atmosphere and support school behavior expectations (R-Code)
- Physical requirements include the ability to move around the facility, walk, sit, bend, limb, kneel, stop; ability to use hand and finger motion for computer use. Lift up to 25 lbs. with accommodations, if necessary.

EMPLOYMENT/BENEFITS

- The base salary range is \$41,923- \$73,345 depending on experience, and will be prorated for the first year;
- Medical & dental insurance;
- 13 paid holidays;
- IMRF pension – employees vested after 10 years of employment;
- Paid term life insurance policy equal to annual base salary;
- 12 sick days;
- The start date is as soon as possible.
- The work year is the regular school term plus three days for a total of 201 paid days.

TO APPLY

- All applicants must submit an online application at:

www.generalasp.com/D207/onlineapp/

“As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant”