

SMEL | Stimulating Minds through Entrepreneurship and Leadership

JOB DESCRIPTION

POSITION:	Coordinator of Library and Media Services
DEPARTMENT:	Youth Development
LOCATION:	130 Rochester Avenue, Brooklyn, NY 11213
REPORTS TO:	Chief Executive Officer
SALARY:	\$40,000 to \$50,000
SCHEDULE:	9:00 AM – 1:00 PM (Tuesday – Friday), 9:00 AM – 5:00 (Monday). This position is performance-based and contingent on funding availability.
JOB SUMMARY:	SMEL is seeking a passionate, full-time Coordinator of Library and Media Services to lead a dynamic library program that inspires a lifelong love of reading, cultivates a vibrant culture of literacy, and empowers students to become thoughtful, responsible creators and consumers of media. This educator will foster curiosity, advance digital literacy, and leverage innovative library and media programming to enrich teaching and learning while equipping students with the skills they need to thrive in an ever-evolving digital world.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- College Degree Preferred.
- Successful experience as a classroom teacher and/or School Library experience preferable or equivalent.
- Proficient in Microsoft Suite and Google Drive.
- Be organized, proactive, detail-oriented, and able to adhere to tight deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teaches information literacy and problem-solving skills that support student research and personal investigation
- Teaches all grade levels and supports all curricular areas in the school.
- Collaborates with classroom teachers to develop and teach assignments or units to address the state standards and frameworks as well as to maximize student learning.
- Develops lesson plans with appropriate instructional methods and materials to foster independent thinking that incorporate resource-based learning and a standard research process.
- Teaches students and staff how to access, evaluate, and use information from a variety of sources
- Promotes literacy and the enjoyment of reading, viewing, and listening.
- Models instructional strategies and coaches staff in the integration of technology within the curriculum.
- Provides services to students and staff including instruction, reference, educational technology, reading incentives and circulation of library materials.
- Creates and implements procedures for library media center operations, which may include but are not limited to: budgeting, selection, acquisition, cataloging and processing, information access, student and teacher use, instruction, library services, facilities use and the training and supervision of library volunteers and student workers.
- Participates actively in fostering a positive school climate with colleagues and students.
- Advocates a strong school library.
- Establishes and maintains standards of student behavior needed to provide an orderly, productive classroom environment.
- Responds professionally to inquiries from parents and community members on issues concerning library policies.
- Participates in professional training and staff development.
- Actively participates in professional organizations, conferences, and workshops.
- Other duties as assigned.

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EOE

HOW TO APPLY:

Please submit a cover letter outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header “Coordinator of Library and Media Services” to careers@smelny.org. No phone calls, please.