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## MARQUETTE UNIVERSITY HIGH SCHOOL

**Job Title:** *Information Literacy Specialist*

**Job Start Date:** *August 2024*

**Application Closing Date:** *until filled*

**FLSA Status:** *Faculty position; 10-Month; Full-time or Part-time*

### **SUMMARY OF THE POSITION:**

The Information Literacy Specialist develops, administers, and oversees the Doerr Library and services. This faculty role supports and enables the Marquette University High School staff and students to effectively access, evaluate, and utilize information and technology to promote life-long learning and literacy.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **ADMINISTRATIVE:**

- Plan, implement and evaluate programs and services that supports the school's vision and instructional objectives
- Oversees the implementation of policies and procedures for efficient operations in the Doerr Library
- Promote and assist with the integration of STEM and humanities within the school
- Develops annual operating budget for Doerr Library
- Supervise and oversee daily operations in the Doerr Library
- Gather data, prepare reports and documents related to Doerr Library programs and services
- Engage in strategic planning and develop and implement annual and long-range goals for the Doerr Library programs and services
- Train and supervise Information Commons / Library staff
- Promote the Doerr Library services and programs to the larger MUHS community via email, newsletters, displays, and the MUHS website

## **PROGRAMMING and INSTRUCTION:**

- Collaborate with teachers and staff to integrate library services and instruction into the curriculum
- Provide group and individual instruction in information skills, research strategies, the ethical use of information, and the use of information resources and equipment
- Teach a course as needed
- Assist in the development of curriculum related to media and information literacy  
Share expertise by presenting at faculty meetings and in-service sessions
- Participate in co-curricular offerings aligned to the goals of the Doerr Library

## **RESOURCE DEVELOPMENT:**

- Inform faculty, students, and staff about the arrival of new materials and information technologies
- Assist teachers in finding materials to support content area as well as professional growth
- Consult with teachers on instructional technologies and resources
- Acquire and oversee materials and technologies that support learning and instructional goals

## **ORGANIZATION AND MAINTENANCE OF RESOURCES:**

- Prepare topical and new materials bibliographies that support class assignments and promote an interest in literacy
- Oversee efficient system of organizing and disbursing Doerr Library materials, resources, and technologies
- Maintain a Doerr Library webpage and other online tools that provides access to digital resources, databases, and program calendar

## **PROFESSIONAL GROWTH:**

Attends workshops, in-services activities, and conferences and takes courses to update professional skills

Keep abreast of information trends, emerging technologies, and information delivery systems

Participates in professional associations on the local, state, and national level

## **QUALIFICATIONS:**

This position requires a Bachelor's Degree in areas such as information technologies, library science or related fields. Candidates with instructional technology experience, teaching experience and/or school library/media experience are preferred.

## **SUPERVISION RECEIVED:**

This position reports to the Principal and Assistant Principal for Academics.

**TERMS OF EMPLOYMENT:**

The Information Literacy Specialist works full-time (40 + hours) from August 15th through June 15th. It requires frequent contact with others, bending/lifting, and computers.

**WORKING ENVIRONMENT:**

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

***How to apply:*** If you are interested, please email your cover letter and resume to the Human Resources Manager, at [jobs@muhs.edu](mailto:jobs@muhs.edu).