



For Faith, Scholarship and Community

MARQUETTE UNIVERSITY HIGH SCHOOL

Job Title: *Information Literacy Specialist*

Job Start Date:

Application Closing Date: *until filled*

FLSA Status: *Faculty position; 10-Month*

Revised on 6/10/2022

SUMMARY OF THE POSITION:

The Information Literacy Specialist develops, administers, and oversees the Doerr Information Commons (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:

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

PROGRAMMING and INSTRUCTION:

10. Collaborate with teachers and staff to integrate Doerr Information Commons services and instruction into the curriculum

11. Provide group and individual instruction in information skills, research strategies, the ethical use of information, and the use of information resources and equipment
12. Teach a course as needed
13. Assist in the development of curriculum related to media and information literacy
Share expertise by presenting at faculty meetings and in-service sessions
14. Participate in co-curricular offerings aligned to the goals of the Doerr Information Commons

RESOURCE DEVELOPMENT:

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

ORGANIZATION AND MAINTENANCE OF RESOURCES:

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

PROFESSIONAL GROWTH:

22. Attends workshops, in-services activities, and conferences and takes courses to update professional skills
23. Keep abreast of information trends, emerging technologies, and information delivery systems
24. 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 field. 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.