

# Librarian/Educational Technology Specialist

Founded in 1893, TMI Episcopal (TMI) is the flagship private school of the Episcopal Diocese of West Texas. Located in San Antonio, TMI educates students in grades 6-12 and is the oldest Episcopal Church-sponsored, college-preparatory school in the Southwest. TMI offers an optional JROTC program, and 5-day or 7-day boarding for students in grades 8-12.

The mission of TMI is to provide an excellent educational community, with values based on the teachings of Jesus Christ, challenging motivated students to develop their full potential in service and leadership. TMI is at the leading edge of sound educational innovation through creative approaches to teaching and learning, providing a well-rounded experience for day and boarding students from diverse backgrounds through a strong co-curricular program of athletics, fine arts, community service.

TMI will also be opening the Walker Innovation Center in fall 2020. The WIC is an 8,000 square foot space that will include a fab-lab maker space, idea labs, a dedicated robotics room, AR/VR lab and a sound and broadcasting space. The WIC will be under the direction of our Dean of Innovation and will be available to all faculty to use for stand-alone projects or to facilitate the ongoing integration of Design Thinking and project based learning in an effort to instill in our students the benefits of real-world problem solving.

The Librarian reports to the Dean of Faculty. The Librarian is responsible for maintaining the school library resources and provides support to the faculty to ensure the effective integration of instructional technology. The Librarian is expected to support the school and its leadership in pursuit of the school mission, values, and core competencies. The Librarian ensures that TMI is a place of respect and learning and roots all aspects of their job in our Episcopal identity. This is a full time position.

## **Essential duties**

- Provide in-person and/or digital reference service to students, faculty, and staff
- Design and deliver general and subject-specific library orientations and workshops, including digital resources, use of the online catalog, and the Internet
- Collaborate with teachers to integrate information literacy components into course content for all courses
- Collaborate with teachers to integrate information problem-solving skills into course content for all courses and team teaching, as appropriate.

- Maintain a relevant collection for all grade levels that reflects the school's commitment to equity
- Create a library environment that is conducive to learning and appropriate to the maturity level and interests of students
- Primary supervisor for the Library during school hours
- Work with faculty to ensure that the library has adequate resources to support current and proposed courses or programs
- Represent the library in regional and professional organizations;
- Participate in professional development activities
- Maintain current knowledge in the subject-matter area and effective teaching/learning strategies
- Collaborate with faculty, the Dean of Faculty, the Associate Head of School, and the Director of Technology to ensure instructional technology needs are met on campus
- Attend Department Chair Team meetings
- Serve as a member of the PD team
- Model and train staff in using innovative technology for professional productivity and integration into curriculum.
- Perform related duties as assigned

**Characteristics of a Successful Candidate:**

- Strong organizational skills
- Successful collaborator
- Excellent communication and interpersonal skills
- Background in workshop presentations
- A passion for research, media and educational technology
- An interest and passion for working with students and faculty
- Connected Educator
- Member of professional organizations
- Curiosity and creativity
- Risk taker

**Experience**

- Minimum of 3+ years experience in a library or media center, preferably in an independent, college preparatory, or similar school setting
- Experience with students in both middle and high school

- Experience in a boarding school setting preferred

**Education**

- A Master's of Library Science (MLS), Master's of Library and Information Science (MLIS), or similar degree from an accredited institution
- Valid Texas Library Endorsement or Library Certificate (or similar from another state)
- Current certification(s) for Ed Tech software platforms
- ISTE Certified Educator preferred

Interested candidates should submit a cover letter, resume, statement of educational philosophy and two letters of reference. If the candidate has a blog or other professional social media account, they are encouraged to share that with the hiring committee.

Please apply at: <https://www.tmi-sa.org/page/employment>

It is TMI's policy to grant equal employment opportunity (EEO) to all qualified persons without regard to race, color, religion, sex, national origin, age, veteran's status, marital status, disability, genetic information or any other non-job-related characteristic. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.