

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT
JOB TITLE: LNS Librarian
Lummi Nation School

OPEN: December 28, 2017

EXEMPT: No

SALARY: WA State Pay Scale DOE

SHIFT: Day

LOCATION: Lummi Nation School

DURATION: Regular FT 12 M School Contract

CLOSES: UNTIL FILLED

JOB CODE:

DIVISION: Education

DEPARTMENT: Lummi Nation School

SUPERVISOR: K-12 Principal

VACANCIES: 1

JOB SUMMARY: The Librarian serves an important leadership role in the schools acting as a primary source of literacy instruction during assigned reading blocks. The Librarian is responsible for managing and overseeing resources in the LNS library. Assist the LNS Administrative team build capacity to support its long-term reading and literacy needs.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Responsible for organizing and maintaining an exemplary library space and materials; cataloging, ordering and distributing
2. Responsible for managing and maintaining the library software system
3. Responsible for the purchase of materials; as needed
4. Responsible for instruction of staff in the use of library materials.
5. Responsible for the instruction of students in the use of the library and in research and study skills.
6. Responsible for cataloging/housing/decimation of curriculum materials.
7. Supporting implementation of a high quality Reading Program that is based on reading research integrated into a coherent instructional design.
8. Provides data, reports and on-going feedback and assists the curriculum director with curriculum needs.
9. Collaborates with the Curriculum Director and work closely with the Reading program staff to plan professional development.
10. Providing model lessons and parts of lessons from the core and intensive intervention program used by the school
11. Assisting in establishing exemplary classroom practices
12. Procuring needed instructional materials and resources for the library
13. Works closely with the Curriculum Director to monitoring student progress and assisting in determining remedies, regrouping needs and program changes needed for those students who are not making adequate progress
14. Assisting in the collection, interpretation, and reporting of data
15. Administering assessments and using assessment data to make instructional decisions
16. Determining appropriate instruction for students experiencing difficulties
17. Discussing and sharing successful strategies

MINIMUM QUALIFICATIONS:

- BA Degree or Higher
- Valid Washington State K-8 Teacher Certificate
- Washington State reading endorsement; preferred
- 2 year successful experience as classroom teacher
- 2 years experience managing and organizing a efficient library program; preferred
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Leadership, positive human relation and organizational & management skills.
- Knowledge of Special Education regulations
- Ability to maintain strict confidentiality at all times
- Professional experience in a leadership role
- Strong leadership skills and personal drive
- Passion for Native American children and their families
- Ability to implement programs to improve educational achievement
- Ability to build partnerships with community organizations
- Ability to analyze, translate, record and present data to many forums
- Commitment to technological advancement
- Familiarity with various educational models
- Strategic planning experience
- Strong communication skills

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Complete or attend training in substance abuse prevention and intervention with at-risk students.
- Complete or attend training in First Aid, CPR and Mandatory reporting.
- Proof of U.S. Citizenship.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Academic School Year – 12 Month Contract
- Salary depends on qualifications.
- 90 Day Orientation Applies

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) Application: go to: <http://goo.gl/Bu5Vuv>. For more information contact the HR front desk (360) 312-2023. Please submit an LIBC application, cover letter and/or resume & reference letters no later than 4:30 p.m. on the closing date listed above. Mailing Address: 2665 Kwina Rd, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991. E-mail: libchr@lummi-nsn.gov