

**Elementary Library Media Specialist  
Position Description  
Oak Grove Lutheran School  
Spring 2024**

JOB TITLE: Elementary Library Media Specialist  
REPORTS TO: Elementary Principal  
REVIEWED: April 2024

**PREAMBLE**

All employees at Oak Grove Lutheran School impact the lives of the young people. Therefore, all employees are expected to embrace the mission of Oak Grove Lutheran School, to serve as role models for Christian faith development from a Lutheran perspective, to interact with each other in a respectful manner, and to conduct themselves with integrity.

**SUMMARY:**

Oak Grove Lutheran School invites applications to serve as the elementary library media specialist, effective with the 2024-2025 academic year. The school opened in 1906 as the Oak Grove Lutheran Ladies Seminary, a high school for girls. Boys joined the student body in 1926. Today, Oak Grove serves approximately 720 students from preschool through grade 12 and their families on two campuses in Fargo. The historic North Campus welcomes students in grades 6 through 12. The South Campus starts the educational experience for many children, opening doors for students from preschool through grade 5.

Oak Grove has been accredited continuously since 1926 by Cognia and its predecessor agencies. The school is approved by the North Dakota Department of Public Instruction.

The governing body is the Oak Grove Lutheran School Board of Regents. The board, in turn, assigns day-to-day operational responsibility to the President. Oak Grove operates in harmony with the faith and confessions of the Evangelical Lutheran Church in America, the nation's largest Lutheran denomination.

**APPOINTMENT**

This full-time position will cover the length of the school year.

**ESSENTIAL DUTIES**

The essential duties and responsibilities are reflected in the following actions: *Other duties may be assigned.*

- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Evaluates, selects, orders learning resources, and recommends non-print for curriculum usage.
- Delivers media curriculum outcomes including equipment to students in partnerships with other teaching staff.
- Assists teachers in the selection of instructional materials and makes media center materials available to support and enrich the curriculum of the building.

- Informs teachers and other staff members about new learning materials the media center acquires.
- Plans and supervises the distribution and storage of all media materials and equipment.
- Arranges for interlibrary loan of materials and equipment.
- Works with teachers in planning those assignments likely to lead to extended use of media center resources.
- Helps students to develop habits of independent information access and use so as to develop the skills in the use of instructional materials in relation to learning outcomes.
- Counsels with and gives reading guidance to students including those who have special reading needs.
- Weeds obsolete and work materials from the collections to reflect changing curriculum needs of the building.
- Supervises the operational routines of the media center.
- On an annual basis analyze the media program to establish new policies and services as necessary and to determine the needs to update technology.
- Attends Open House, Parent-Teacher Conferences and other events as requested by the principal.

## **QUALIFICATIONS and REQUIREMENTS**

An individual must be able to perform each essential duty satisfactorily. Requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

### **Required attributes:**

- Bachelor's degree in library instructional technology
- Licensure to serve as a teacher in North Dakota or transferable license accepted in North Dakota.
- Excellent verbal, listening and written communication skills.
- Demonstrated leadership through setting priorities, solving problems, building consensus and working in collaboration with teachers, students, administrators and parents.
- Experience in Microsoft Office, shared instructional platforms and student database management software.
- Demonstrated experience with educational technology integration and leadership.
- A commitment to sustaining an inclusive teaching-learning environment; and
- An appreciation of the Lutheran faith.

### **Preferred attributes:**

- Teaching experience in grade levels and disciplines present at Oak Grove.
- Supervisory experience; and
- Knowledge of the educational environment in North Dakota and Minnesota

## **SUPERVISORY RESPONSIBILITIES**

Students, volunteers, and others assigned to the classroom.

## **OTHER SKILLS and ABILITIES**

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Ability to write speeches and articles for publication that conform to prescribed style and format.  
Ability to effectively present information to staff, parents, and students.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will frequently sit and stand and almost continuously walk. The employee is occasionally required to stoop, kneel, reach forward and above the head. The employee will occasionally lift and/or move up to 25 pounds such as boxes of books and AV equipment. Specific vision abilities required by this job include close vision. The employee regularly interacts with students, staff, and parents in addition to meeting multiple demands and deadlines from several people.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EVALUATION**

Job performance is evaluated in accordance with Oak Grove policies and established best practices.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals holding this position and may be assigned.

## **COMPENSATION and BENEFITS**

Salary offer will reflect the market, experience, and Oak Grove practices. Benefits include health insurance, a 7.5% retirement plan match, optional coverages, life insurance, accidental death and dismemberment insurance, a tuition discount for dependents, lunch on campus, and free admission to most athletic events and student activities. Additionally, Oak Grove faculty, staff, and dependents receive tuition discounts at Concordia College in Moorhead.

## **APPLICATION PROCESS**

Candidates should provide a letter of application, a current resume or curriculum vitae, a copy of licensure for the position, and names and contact information for five professional references to:

Nicky Bogenreif  
Human Resources and Payroll Manager  
Oak Grove Lutheran School  
124 North Terrace  
Fargo, ND 58102  
[nicky.bogenreif@oakgrovelutheran.com](mailto:nicky.bogenreif@oakgrovelutheran.com)

The start date will be no later than August 21.

Application material may be submitted by e-mail or through U.S. mail.

Additionally, any candidate invited to a campus interview must provide college or university transcripts prior to the interview. Transcripts may be submitted with the application material.

## **PREFERENCE**

Preference will be extended to candidates who have relationships with Oak Grove Lutheran School.

## **CONCURRENT SEARCHES**

## **EVALUATION PROCESS**

The Elementary Principal will be the hiring authority for the position.