
Job Title: Media Specialist

Location: The Lakeside School, Eufaula, Alabama

Position Type: Full-Time

Reports To: Head of School

About The Lakeside School:

The Lakeside School is a private, college-preparatory institution committed to academic excellence, character development, and fostering a love of lifelong learning. Located in Eufaula, Alabama, our school serves students from Pre-K through 12th grade in a nurturing, supportive environment that values tradition, innovation, and a strong sense of community.

Position Summary:

The Lakeside School seeks an enthusiastic, organized, and student-focused Media Specialist to manage our school library and support a culture of reading, research, and intellectual curiosity across all grade levels. The ideal candidate will be passionate about literacy and information access, skilled in integrating technology into learning, and committed to supporting both students and faculty in their academic pursuits.

Key Responsibilities:

- Oversee daily operations of the school library, including circulation, cataloging, and inventory of library resources.
- Foster a love of reading by curating a diverse and age-appropriate collection of books and digital resources.
- Collaborate with teachers to support curriculum development through research guidance and resource integration.
- Teach information literacy skills, including responsible digital citizenship and effective research techniques.
- Create a welcoming, inclusive, and engaging library environment for students and staff.
- Organize and lead library programs, book fairs, reading initiatives, and author visits.
- Manage the library budget, vendor relationships, and ordering of new materials.
- Maintain accurate records and utilize library management systems.
- Stay current with educational technology and library trends to continuously improve services.

Qualifications:

- Bachelor's degree in Library Science, Education, or related field (Master's in Library and Information Science or School Library Media Certification preferred).
- Strong knowledge of children's and young adult literature.
- Excellent communication, collaboration, and organizational skills.
- Proficiency in library management systems and educational technology tools.
- A commitment to the mission and values of The Lakeside School.