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Donelson Christian Academy is a Pre-K through 12 regionally-accredited, coeducational, college-preparatory, Christian day school enrolling 850 students. Founded in 1971, the 25-acre campus is in a residential section of Donelson, TN, a suburb twenty minutes from downtown Nashville, TN. The Academy seeks to serve Christ by assisting parents in providing students with a challenging, college preparatory education taught from a non-denominational biblical worldview that develops the whole person into a Christ-like leader in the home, church, and community.

The Academy is looking for a **dedicated, school librarian/media specialist** to join our exceptional team of educators. The candidate must exemplify the school’s mission and vision to all stakeholders.

**Responsibilities:**

**Instructional/ Curriculum Leadership**

* Develop and implement activities that motivate students to read, write, view, speak and listen for intrinsic satisfaction in learning, enrichment and personal pleasure
* Guide students to become critical thinkers, enthusiastic readers, skillful researchers and ethical users of information
* Collaborate with other educations to build and strengthen connections between student information and research needs, curricular content, learning outcomes and information resources
* Provide direct instruction to preschool through grade 5 students using Tennessee State Standards for Technology as a guide for direct instruction
* Establish and maintain standards of student behavior needed to achieve an optimal learning environment
* Correlates library media center instruction with classroom instruction
* Plans for effective scheduling of the Library Media Center and promotes open access time for students and staff

**Information Specialist**

* Assures access to print and technological resources by maintaining an accurate and efficient retrieval system
* Maintains complete and accurate records of all Library Media Center holdings
* Ability to relate new concepts and technological advances to library processes as well as relate these to the students and staff
* Attend professional development opportunities to keep abreast and share updated technological advances with students and staff
* Instructs and assists students in creating multimedia projects

**Management of Program**

* Develops and administers procedures for previewing, evaluating and selecting materials and equipment
* Makes effective use of Media Center resources
* Uses student performance data in improving media center resources and programs
* Evaluates media center programs and services regularly and deletes outdated items to provide students with updated materials
* Maintains the Media Center department budget
* Completes inventory of library materials

**Professional Development / Community Relations**

* Seeks and utilizes current research and methods to enhance library operation, instruction and technology
* Through professional development activities with classroom teachers, encourage the use of instructional technology to engage students and to improve learning
* Promotes parent and community interest in the school and library
* Shares and discusses materials with peers and administrators
* Fosters positive attitudes toward libraries and encourages life-long learning
* Support students outside of school and practice the ministry of presence at fine arts and athletic events
* Attend meetings with grade level teams, parents, and school staff
* Serve on various committees to ensure functionality of the school
* Complete duties as assigned by the principal

**Requirements:**

* Post-graduate degree in library and information science or education media
* Belief, support, and acceptance of Donelson Christian Academy’s Statement of Faith
* Experience in a similar position preferred
* Experience with staff development or training of adults
* Proficient with the Tennessee State Standards for Technology
* Proficient in using technology to support instructional education
* A thorough understanding of best practices in teaching
* Excellent interpersonal, verbal, and written communication skills
* Organized, flexible disposition
* Ability to engage, connect, and inspire students and staff
* Displaying an “Always Learning Attitude,” desiring to acquire professional knowledge about current developments in education
* Integrate a Biblical worldview into instruction where possible
* Desire to be a Christian role model

Applicants interested in impacting elementary students through teaching while modeling Christian principles beginning July 28, 2023 should send a cover letter, resume, completed application found at [**https://www.dcawildcats.org/about/employment**](https://www.dcawildcats.org/about/employment),transcripts, and three letters of recommendation to:

**ATTN: Natalie Brown, Elementary Principal  
Donelson Christian Academy  
300 Danyacrest Drive  
Nashville, TN 37214**[**nbrown@dcawildcats.org**](mailto:nbrown@dcawildcats.org)

**DCA Statement of Faith**

We believe the Bible to be the inspired and only infallible authoritative Word of God.  (II Timothy 3:16)

We believe that there is one God, eternally existent in three persons-Father, Son and Holy Spirit.  (I John 5:4-6)

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.  (I Corinthians. 13:3, I Peter 2:21-24, John 3:1)

We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.  (Romans 3:21, Galatians 4:4-7)

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.  (Galatians 5:22-25)

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life; and they that are lost unto the resurrection of damnation.

(John 5:24, 28, 29)

We believe in the spiritual unity of believers in our Lord Jesus Christ.  (John 17:21-23)

*Donelson Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Donelson Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*