



**POSITION POSTING
DIRECTOR OF LIBRARY SERVICES
2021 - 2022 Academic Year**

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 250 employees.

Gova faculty and staff are committed to creating and cultivating a diverse and inclusive community that allows students to discover their passions, use their unique voices, and achieve academic and co-curricular excellence. Adults in our community are professionals who appreciate individuality, collaboration, and service to others— all so that we can go far together.

Position Summary:

The Director of Library Services is a full-time Administrative Faculty appointment that reports to the Academic Dean and is responsible for the vision, leadership and operation of the Carl A. Pescosolido Library and archival program.

Responsibilities:

- Oversee all administrative functions of programming, staff development, acquisition, circulation, cataloging, inventory, and maintenance of collections
- Collaborate with teachers to create inquiry-based projects that seamlessly integrate research and information literacy skills into the academic curriculum
- Create an environment that provides adolescents with structure and clear limits while promoting positive interactions (both academic and social) with peers and adults
- Demonstrate commitment to selecting library materials and diverse resources in differing formats & levels of difficulty with a Diversity, Equity, and Inclusion lens that supports a student-centered library for learning and growth
- Establish and implement library and archival policies and procedures which support the school's curriculum, foster an appreciation of reading, and cater to the needs of developing adolescents in a secondary boarding school
- Collaborate with the technology team to ensure consistency in skills, approach to technology, and technology policies and implement new digital resources and tools.
- Prepare bibliographic materials which integrate print and electronic resources for specific curricular assignments and conduct the one-on-one bibliographic instruction with the American History term paper
- Prepare and manage an annual budget
- Oversee the physical facility

Committees:

- Academic Affairs
- Technology Committee
- Archives Committee
- Other committees as assigned by the Head of School, Dean of Faculty, or Academic Dean
- Represent Governor's on various committees - Massachusetts Library System

Other Duties:

- Faculty advisor to no more than 7 students
- On call driving duty for Health Center one afternoon per week
- Member of FIC team and weekend chaperone as assigned by the Dean of Faculty
- Flexible schedule according to needs of the Academy
- Performs other duties as assigned

Management Responsibilities:

- Responsible for hiring, training, scheduling, managing, and evaluating all non-faculty personnel. Responsible with Academic Dean and Dean of Faculty for hiring and supervision of faculty in the library. The following positions report to the Director of Library Services:
 - Library Information Specialist (administrative faculty)
 - Evening Reference Librarian (adjunct faculty)
 - Technical Services Associate and Administrative Assistant (FT staff)
 - Archivist (associate faculty)
 - Library Assistants (PT staff)

Qualifications:

MLS required. Some relevant teaching experience; experience with integrating information literacy and technology within the curriculum; experience in an automated library environment; proficiency with online databases and other digital resources. Proven ability to manage budgets and personnel, must be able to work collegially; facility with technology; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment and have a valid driver's license.

To Apply:

To apply for the Director of Library Services position, please click [here](#).

Statement of School Values: Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. If you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process, please notify us. We will consider all such requests in accordance with applicable law. October 2020