



**POSITION POSTING  
LIBRARY INFORMATION SPECIALIST  
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.

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**Position Summary:**

This position's primary responsibility is to connect the library and its resources to the broader Governor's Academy community and to work with the Director of Library Services to implement the library's mission within an exemplary program.

The regular hours for the Library Information Specialist consist of four days and one evening. This position will have faculty status which includes one season of coaching plus advising and weekend chaperone duties. Campus housing may or may not be available.

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**Responsibilities:**

- Advance the role of the Information Specialist within the Academy's community as a teacher, a collaborator, a facilitator, and a partner in the enterprise of learning
- Work with the Director to integrate 21st Century Skills within the curriculum through collaboration with faculty
- Support the library's mission as a Learning Commons by working collaboratively with Academic Technology, the Writing Center and the Learning Center
- Oversee the library's marketing including both physical and digital promotional materials and the library's social media presence
- Create new Libguides to support current library initiatives and promote relevant resources. Maintain and update the current Libguides that serve as the main library homepage.
- Conduct one-on-one bibliographic instruction with students writing the American History thesis paper, and provide reference service to students, faculty, and staff
- Assist with selection of library materials and resources that support diverse learners, encourage extracurricular reading, and cater to the needs of developing adolescents in a residential college preparatory school
- Design and promote creative library programming for students
- Provide coverage for Circulation Desk, assist with annual inventory and cataloging, and complete other tasks as needed

**Qualifications:**

- Teaching experience in a school library environment preferred
- Proficiency with online databases and digital resources
- Comfort with exploring and using Academic Technologies
- Experience with teen library programming a plus
- Must be able to work collegially; 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.
- A demonstrated interest in social justice, equity, diversity and inclusion work.
- Passion for working with adolescents to foster intellectual and social development
- MLS or equivalent required, preference to School Library Teachers
- Successful completion of a criminal records background check.

**To Apply:**

To apply for the Library Information Specialist position, please click [here](#).

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**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.

February 2021