

Librarian/Media Specialist

The Ursuline School is a private, independent, Catholic, college preparatory girls' school, grades 6 through 12. The school was established in 1897 in the spirit of St. Angela Merici, foundress of the Ursuline Order. The Ursuline School is part of a network of educators at secondary schools and colleges of the Ursuline Sisters across the United States and 36 countries. The school is known for its rigorous academic program, its robust service opportunities, and its dedication to the education of the whole person.

Ursuline is located in New Rochelle, New York, 20 miles north of Manhattan in a diverse, suburban community.

The school is accredited by the National Association of Independent Schools and the NY State Board of Regents. Ursuline is a member of the National Coalition of Girls Schools and NY State Association of Independent Schools.

Start Date: Immediately

Position: Full-time, 10 months

Reports to: Principal

The Upper School Librarian collaborates with faculty, staff, and the wider community to provide students with exceptional learning experiences. This librarian is responsible for collection development, cataloging, and teaching research and critical thinking skills. Ursuline's library serves both our Middle and Upper School, so the librarian will work with students and faculty in both divisions.

The ideal candidate:

- Inspires curiosity and a passion for reading.
- Values diversity, equity, and inclusion in instruction, collection development, and student service.
- Empowers students to become critical thinkers, researchers, and ethical users of gathered information.
- Instructs colleagues and students in using emerging technologies as they relate to information literacy and library service.
- Forms positive, nurturing relationships with students.
- Is proactive and strategic in library promotion, including through the use of social media platforms.

- Identifies and implements best practices in library, archival and information technology, seeking to leverage emerging resources and technologies to improve library programs.
- Oversees access, instruction, and reference, encouraging departments and faculty to collaborate with the librarians to ensure that students acquire appropriate research skills and information literacy.
- Works with faculty to design and provide instruction and resources to support class projects, information literacy and research methods; also works with individual students to teach them how to find appropriate research materials, as requested.

Requirements/ Relevant Experience:

- Masters of Library and Information Science from an ALA-accredited program.
- Experience and knowledge working with library integrated systems, educational technologies, and bibliographic instruction.

To apply: Please submit a cover letter and resume to employment@ursulinenewrochelle.org.

The Ursuline School is an equal employment opportunity employer committed to hiring faculty, administration, and staff of diverse backgrounds. Our community promotes a respect for individuals regardless of race, color, religion, national origin, sex, age, disability, or any other state or federally protected classification.