

Lower and Intermediate School Librarian Job Description and Responsibilities

Reports To:

Directly responsible to the Director of Curriculum and Research
Also responsible to Lower and Intermediate Division Directors.

Qualifications:

The Lower/Intermediate School Librarian will be supportive of the school and the library and their missions; will hold a MLS or its equivalent; will be technologically-literate; will exhibit good people skills; will understand the school librarian's role as teacher; will possess the ability to take on necessary discipline functions and will exhibit a fair and unbiased attitude in that role; and will have an interest in continuing professional growth.

Responsibilities:

The Campus Center Librarian is responsible for the Campus Center Library, serving students from age three through grade six and is open daily 7:45am-3:30pm. This faculty member is responsible for evaluating, selecting, organizing, and managing library resources; teaching library and technology classes to students; providing teachers with materials that support their instructional goals; assisting in media productions; and instructing students in the location and use of information resources.

Performance Responsibilities:

- Keep the Director of Curriculum and Research informed of library programs, policies, and activities within their area of responsibility through meetings and periodic observations of the library programs, materials, and equipment.
- Design and implement the library media course of study for students ranging from age three through grade six.
- Foster a climate that will encourage students and teachers to take full advantage of the library and its resources by communicating effectively with students, faculty, and parents.
- Promote the principles of intellectual freedom by providing services and resources that create and sustain an atmosphere of free inquiry and serve as an active advocate for intellectual freedom within the school.
- Design fun and functional library arrangements and displays.
- Support the school's signature programs in global studies, marine science, and emotional intelligence and look for ways the library can grow these initiatives.
- Continue to develop the library program, working cooperatively with the Library Director, the Director of Technology, the Lower and Intermediate School division directors, and grade-level teachers.
- Work on committees and instructional groups as necessary and complete other school-related duties as assigned.
- Cooperate with other local school libraries and public library systems. Participate in the BAAIS library group.
- Continue to acquire knowledge through training, academic courses, and membership in professional organizations.

Administrative Responsibilities:

- Select and maintain all materials necessary for a viable library collection that meets the needs of all students and faculty, including print books, Overdrive electronic books, and databases. .
- Manage the budget of the Campus Center Library.
- Label and administer Fountas and Pinnell books and offer student literacy assessments.
- Compile essential records and statistics of library operations.
- Complete a biennial inventory of all materials in the library collection.
- Supervise the withdrawal of outdated and worn-out materials.
- Train all library aides and volunteers in the areas for which they will be responsible.

Educational Responsibilities:

- Teach appropriate use of library resources through weekly library classes.
- Offer reference services to students and faculty.
- Model a love of reading and lead the Sunshine Readers' group and Battle of the Books competition.
- Manage a collection of print and electronic materials appropriate to the educational program and student needs.
- Provide materials for faculty professional development.
- Serve as resource consultant on curriculum to provide coordinated and cooperative student programming.

Technical Responsibilities:

- Teach weekly lower school technology classes and a thrice-a-week 6th grade technology class.
- Establish efficient acquisition and processing procedures using the Follett Destiny catalog system.
- Update all patron information in Follett Destiny
- Manage the MISBO Overdrive electronic book collection records.
- Assure easy access to an up-to-date print and electronic collection.
- Demonstrate competency using various technological devices and software programs.
- Provide basic technical support for student and teacher questions.

Candidates:

Candidates interested in this position should send their cover letter and resume to
Christina Pommer - cpommer@saintstephens.org.