



CANTERBURY SCHOOL

Director of Library Services & Research

Position Description

Summary

The Director of Library Services and Research will play a crucial role in promoting digital literacy, supporting student research and maintaining online research databases.

Essential Functions and Responsibilities

- Academic Hub
 - Monitor the use and condition of the Academic Hub and all aspects of the physical space
 - Organize print materials and curate collections
- Informational Literacy and Anti-Plagiarism Initiative:
 - Promote and implement informational literacy practices on campus and in the classroom
 - Teach an informational literary course during New Student Seminar
- Research Services:
 - Curation, summarization, and knowledge of the content of LibGuides in conjunction with departmental research projects
 - Serve as a co-teacher to faculty, providing guidance and support throughout the research process
- Faculty Professional Development:
 - At various times of the year, facilitate workshops, training sessions, present at department meetings and professional development opportunities for teachers to enhance their research skills
- Online Research Database Management:
 - Maintain online research databases to centralize resources, academic publications, and relevant research findings
 - Regularly update and curate content within the database to ensure relevance and accuracy
 - Train faculty on how to effectively utilize the database for professional development and instructional purposes
 - In collaboration with the Director of Academic Technology and Innovation, stay apprised of the latest developments and best practices regarding Artificial Intelligence and its application to education

Additional Responsibilities

- Participate on the Academic Committee
- Provide evening Academic Hub duty as needed
- Take part in campus supervisory activities as needed
- Serve as student advisor
- Serve as coach or club leader

Qualifications

- An advanced degree in the humanities and/or Library and Information Science preferred
- 3-5 years experience in either a high school or academic library
- Demonstrated experience in academic research
- Expertise in a range of online research databases
- Ability to instruct students in data/media literacy
- Possesses excellent communication and interpersonal skills and can work collaboratively with faculty and students

Time Commitment

- The Director of Library Services and Research would be expected to be present Monday through Saturday (when classes are in session).
- 12-month position (a total of four weeks off in the summer)

Expectations for Regular Meetings

- Bi-weekly meetings with Academic Committee
- Monthly meetings with Director of Curriculum and Assistant Dean of Faculty

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

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