



St. Bernard Academy
Library and Computer Teacher

St. Bernard Academy (Nashville, TN) seeks an excellent school librarian to join our team. The school librarian is responsible for managing the school library, fostering a love of reading, and supporting students and staff in developing information literacy skills. This role involves curating a diverse collection of books and digital resources, teaching library, research and computer skills, and collaborating with teachers to support curriculum goals.

Position requirements:

- Bachelors or Masters in Library Science, Education, or a related field
- Knowledge of computer systems and an ability to learn new programs
- Ability to work independently and be proactive in teaching and classroom management
- Excellent verbal and written communication, organizational and technology skills
- An ability and willingness to collaborate with others and adopt a team approach

Responsibilities will include but are not limited to:

Instruction

- Ensure a a welcoming and engaging environment for students
- Provide instruction on responsible digital citizenship and media literacy
- Teach computer and library skills to Pre-Kindergarten through fourth levels
- Some skills, but not all entail: basic computer use, word processing, spreadsheets, mixed media presentations, basic coding, digital citizenship, research skills, classification systems, etc

Reading Promotion and Engagement

- Foster a love of reading through storytelling, book talks and reading programs
- Support classroom learning by collaborating with teachers to integrate library resources into lessons
- Assist students in selecting age-appropriate reading materials
- Work with teachers and staff to support curriculum and literacy initiatives
- Stay current with trends in children’s literature, library technology and education
- Host and run a week-long Book Fair once or twice a year.

Administrative Duties

- Purchase new books, weed the collection, maintain websites and databases, and repair books as needed
- Monitor a check-in check-out system
- Manage the library budget and purchase supplies

- Organize volunteer projects in the library
- Process and catalog new books
- Manage Accelerated Reader, Follett Library, and other programs as needed

SBA is a co-ed, independent, Catholic day school serving 370 students in levels JK-3 through 8th level.

Statement of Belonging and Hospitality As an academic institution founded by the Sisters of Mercy and rooted in the Catholic faith, St. Bernard Academy affirms the inherent dignity and worth of all people. True to our mission and Mercy values, guided by the Gospel and love of the Lord, we cultivate inclusivity and foster diversity that supports human well-being. We denounce all acts of discrimination and seek to build an equitable environment where all can thrive and experience belonging. SBA encourages our school community to be advocates for justice, to break barriers and build relationships, to demonstrate empathy and compassion, and to develop an enduring curiosity about and commitment to the surrounding world. Strengthened by faith, we are empowered to take Mercy into our interconnected world and actively serve the needs of others with a spirit of hospitality.

Applications should be directed to the Librarian Search Committee at mrichards@stbernard.org. Please submit a letter of introduction and a résumé.