



POSITION DESCRIPTION

Job Title: Librarian

Reports to: Dean of Academic Affairs

Position Summary:

The **Librarian** provides library media programs that support curriculum and student learning. Delivers resources & training so both students and teachers become independent effective users of ideas and information. This position helps empower students to be critical thinkers, enthusiastic readers, skillful researchers and ethical users of information. Collaborates with classroom teachers to integrate student's library and computer developing tool skills.

Instruction Responsibilities:

- Collaborate with classroom teachers to teach in tandem with curriculum
- Build basic research skills appropriate for each grade level
- Support career readiness activities
- Provides bibliographic instruction
- Provides database searching
- Introduce variety of reading genres & formats (print, ebook, database, free web)
- Provides instruction in Information Literacy: Group or individual search strategies for accessing and processing information
- Demonstrates proficiencies in the use of technology with SMCS hardware, software and applications

Curriculum Support:

- Collaborate with teachers on curriculum standards
- Develop collections in multiple formats to support all content curriculum
- Provides leadership in the selection, organization, and distributions of appropriate instructional Media Center materials and equipment (print, audio-visual, & electronic).
- Coordinates with curriculum needs (work with teachers to provide print and audio-visual materials to supplement unit lesson plans)
- Assists students and teaching staff in locating materials (print and audio-visual, electronic)
- Develops collaborative relationships with local public libraries to supplement SMCS Library collection
- Catalogs and processes incoming materials for collection
- Coordinates with other technology staff to creates, designs, implements and oversees a P3-12 skills program integrating library skills and computer literacy. Skills programs are customized for each grade level and student differentiation. It includes such topics as
 - Library researching, general hardware and software applications.
 - Understanding of SMCS supported operating systems such as Microsoft Suites and Google components.
 - Database searching using a variety of search engines to decipher reliable source information, properly cited sources, synthesizing information and creating the student's own perspective.
- Support instruction to students & staff related to internet safety, netiquette, copyright, & fair use practices

Library Site Responsibilities:

- Create and maintain a school library media center that provides a teaching and learning environment that is welcoming and inviting, safe, readily accessible, conducive to student learning and is a vital part of the school community.
- Evaluate, select, purchase, catalog and process, print and digital resources.
- Meet with vendors
- Operates the circulation system
- Inventory, purge the collection annually
- Organize print and audio-visual resources
- Actively promote reading, information literacy skills, and information resource use through activities including book clubs, reading programs, reading initiatives, and other special events.

- Develop policies and procedures to ensure efficient operation, services, and facility use of the school library.
- Provides support in regards to technology (hardware and software) as it relates to Media Center activities.
- Provides instruction in library usage (library skills and research development) for students, teachers and administrative staff.
- Develops and enforces policies regarding library behavior, lost books, computer use, equipment use, fines, etc.
- Solicits, trains and evaluates adult and student volunteers
- Purchases print, audio visual and electronic materials for the SMCS collection with the approval of administration.
- Instruct students and staff in effective use of the library, automated catalog, information and technology literacy skills, and copyright law.
- Adherence to national and state standards for information and technology literacy, including the International Society for Technology in Education (ISTE), and American Association of School Librarians (AASL) standards.

Qualifications:

- A master's degree from a program accredited by the American Library Association in the appropriate professional degree for school librarians.
 - Valid Library Media license
 - Submission to a legal background check
 - Demonstration of faith commitment
 - Understanding best practices in library/media as related to assessment, curriculum & instruction
 - Ability to successfully interact with students and staff from various disciplines and with differing skill levels.
 - Leadership skills including organization, creativity, budget management skills and written & oral communication
 - Knowledge of grade level reading abilities and appropriateness in evaluating and selecting print and digital resources.
 - Knowledge of basic technology, including computer operation, productivity software, online catalog, SMART technology and basic network knowledge.

Christian commitment:

- Role model and witness to a Christian lifestyle
- Motivate, through good example, meaningful prayer and Liturgical experiences
- Promote a positive, charitable spirit and nurture a Christian environment within the school community; interact with families promoting the total Christian education of the student
- Work openly, creatively, and cooperatively with the principal and other members of the staff
- Remains calm under pressure, never displaying unjust anger, animosity, or lack of consideration

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I am able to perform the above duties with or without reasonable accommodations.

Signature: _____