



POSITION DESCRIPTION

Job Title: Lead Librarian

Reports to: Director of Innovation

FTE: 1.0 FTE, 200 day contract, exempt

Position Summary:

The Lead Librarian provides strategic vision and administrative oversight for all library media programs supporting curriculum and student learning. This role directly supervises the team of librarians, ensuring they have the resources and training to empower students as critical thinkers, enthusiastic readers, and skillful researchers. Rather than direct classroom instruction, the Lead Librarian focuses on program development and staff management.

Supervisory & Instructional Leadership:

- Directly supervise, evaluate, and mentor all school librarians and library support staff.
- Guide librarians in collaborating with classroom teachers to integrate library instruction with the curriculum.
- Oversee the development and implementation of basic research skills and information literacy programs across all grade levels.
- Design and direct the 3K-12 skills program integrating library and research skills, directing librarians in its execution

Curriculum & Collection Oversight:

- Collaborate with administration and professional learning communities on aligning library programs with overarching curriculum standards.
- Direct the development of collections in multiple formats (print, ebook, database) to support all content areas.
- Provide leadership in the selection, organization, and distribution of instructional Media Center materials and equipment.
- Direct the cataloging and processing workflow of incoming materials, ensuring new books and resources are processed in a timely manner and keeping daily operations moving efficiently.
- Develop and manage collaborative relationships with local public libraries to supplement the SMCS Library collection.
- Support the integration of online curriculums and provide ad-hoc troubleshooting for student devices as needs arise.

Library Site Administration:

- Establish strategic directions to ensure all school library media centers provide a welcoming, safe, and accessible learning environment.
- Manage the comprehensive library budget, including evaluating, selecting, and purchasing print and digital resources.
- Meet and negotiate with vendors for library resources, systems, and materials.
- Develop and enforce overarching policies and procedures for efficient operation, services, facility use, and library behavior.
- Oversee the circulation system and annual inventory/purging processes.
- Solicit, train, and manage adult and student volunteers, or delegate to site librarians.
- Ensure all library programs adhere to national and state standards for information and technology literacy, including ISTE and 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.
- Previous experience managing, evaluating, or supervising staff strongly preferred.
- Demonstrated leadership skills including strategic organization, budget management, and strong written and oral communication.
- Understanding of best practices in library/media as related to assessment, curriculum, and instruction.
- 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.
- Submission to a legal background check.
- Demonstration of faith commitment.

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: _____