

**Santa Catalina School**  
**Lower and Middle School Librarian**  
**Position available: August 2016**

Santa Catalina School seeks candidates for our Lower and Middle School Librarian position. This full-time position will begin in August 2016 and is eligible for our complete benefits package. We seek innovative self-starters who enjoy working with a diverse population of academically talented students and creative faculty. Preference will be given to candidates with three to five years of demonstrated success in leading an independent school library or learning commons. We are seeking candidates who are detail-oriented, organized, and willing to take thoughtful initiative in a collaborative setting. We seek applicants who will actively support our school's mission, goals, and vision, as well as those with excellent teamwork skills and who have the ability to work well with and relate effectively to all constituents in our community.

Reports to: Head Librarian

**Essential Responsibilities**

The Lower and Middle School Librarian, as an Academic Librarian, will:

- Foster a library space that is vibrant, welcoming, and conducive to learning reading, authentic inquiry, and collaboration
- Guide students and faculty as they seek access to information
- Teach critical thinking skills required to locate, evaluate, analyze, synthesize, and ethically apply information
- Support reading as a core value and an essential skill for discovery, lifelong learning, global citizenship, compassion, and joy
- Develop and implement a program that supports classroom curriculum with resource collection / curation and information literacy instruction
- Offer instruction and support in research skills and behaviors in support of classwork and assignments
- Guide access to digital resources, including subscription databases, ebooks, and audiobooks, both on and off campus
- Provide faculty/staff development opportunities in the use of information resources in a variety of formats and integration of information literacy skills throughout the curriculum
- Demonstrate enthusiasm for the opportunities for students and faculty related to our school's libraries
- Participate in collaboratively defining and communicating about the role and changing nature of our school library in the 21st Century; and as requested, provide informative presentations to various constituent groups, such as faculty, administration, and the broader community of the school
- Build, maintain, and promote multimedia collections that foster a love of reading and that support the curriculum, needs, and interests of students and faculty

- Incorporate the American Association of School Librarians' Standards for the 21st Century Learner in delivering instruction
- Assume a leadership role in promoting intellectual freedom and access to information as requisite to responsible citizenship

The Lower and Middle School Librarian, as a manager of resources, and under the direction of the Head Librarian, will:

- Oversee all aspects of Lower and Middle School library spaces, collections, and instruction
- Oversee the maintenance of the school's Pre-K to Grade 8 library collection, including circulation, collection development, inventory, and evaluation
- Propose purchases paid for through the library budget, including purchase of all resources, materials, and supplies
- Train and supervise all student, parent, and community volunteers
- Take an active role in the Santa Catalina community, including participation in areas that reflect the importance of the library in our academic life and community enrichment
- Update instructional and library related professional skills through attending conferences, participating in continuing education opportunities, and scholarship
- Maintain active memberships in professional associations

This job description in no way states or implies that these are the only duties to be performed by an employee in this position. Employees are required to follow other job related instructions and to perform other job related duties requested by those authorized to give instructions or assignments.

### **Requirements**

At a minimum, candidates will need to have graduated with a B.A or B.S. degree. Preference will be given to applicants with a Bachelor's or Master's degree in Library and Information Science, and to those with a minimum of three years experience working as a librarian in an independent school. We also seek applicants with demonstrated excellence in writing and communication skills, and the desire and demonstrated ability to assist elementary students' reading and writing skills.

The application process will include opportunities to demonstrate knowledge of advanced search and research skills using proprietary databases and the use of a wide range of instructional technology tools. Candidates with the ability to teach using the devices we require of our students (Chromebooks, iPads, laptop computers, for example) will be given preference, as well.

Additional physical requirements may include, but are not limited to:

- Regularly lifting or carrying 20lbs.
- Regularly pushing/pulling/bending/stooping/kneeling
- Regularly climbing stairs
- Regularly sitting or standing 4-8 hours

To apply for the position, please send a current professional résumé, a cover letter explaining your interest and qualifications, and the names and current contact information for three professional references to:

John B. Aimé  
Assistant Head of School  
[employment@santacatalina.org](mailto:employment@santacatalina.org)

Electronic submission of candidate papers, in .pdf format, is preferred.

In accordance with applicable laws, Santa Catalina School is an equal opportunity employer.