

## **Bishop O'Dowd High School Librarian**

To Apply: <https://bishopodowd.bamboohr.com/careers/215?source=aWQ9MjQ%3D>

Position: Faculty Member

Salary: \$78,139 - \$109,905 DOE and placement on the BOD Faculty Salary Schedule

Full Time Exempt

Work Schedule: 7am - 3:30 pm

Summary: The Bishop O'Dowd High school librarian plays a crucial role in fostering an environment that promotes education, research, and personal growth within the school community. This position encompasses a wide range of responsibilities, including library instruction, management of the library space, collection management, budget oversight, and active community engagement.

The ideal candidate will also have a commitment to bringing diversity, equity, and inclusion into their teaching practice and a demonstrated interest in Catholic education, and educational technology.

Responsibilities:

- **Library Instruction:**
  - In collaboration with teachers, design and implement research projects that support curriculum goals, twenty-first-century information literacy goals, and academic integrity.
  - Contribute to the formative and summative assessment of research assignments
  - Provide guidance and support for students in the library on research, assignments, school programs, services and events.
  - Build LibGuides to support the curriculum.
- **Library Space Management:**
  - Oversee the library space to maintain a welcoming, clean environment conducive to learning, studying, reading, and collaborating.
  - Plan programs, displays and activities that engage library users and encourage reading, lifelong learning, and promote community events
  - Supervise the FTE library assistant and the faculty who manage the library from Monday to Thursday, 3:30 PM to 6:00 PM.
- **Collection Management:**
  - Manage both electronic and print collections to be responsive to the academic, personal growth, and interests of the O'Dowd community.
  - Follow best practices for collection development and weeding.
  - Confirm the library has copies available of all textbooks used in classes.
  - Ensure all collections are accessible to the O'Dowd community.
  - Oversee periodic inventory of the library collection.
- **Budget Management:**
  - Review the library budget with the Chief Financial Officer (CFO) to maintain adequate funding to support all aspects of library operations.

- Follow business office procedures for purchase orders and invoices.
- Academic Council Membership:
  - Serve as a member of the Academic Council, advising administration on academic policies.
- Community Engagement:
  - Be an active member of the O'Dowd community, participating in relevant school-wide committees and contributing to staff development.
  - Participate in New Teacher Orientation, make presentations to academic departments, and provide support as needed.
  - Promote library resources and services to community members; make book and reference recommendations
  - Help teachers find resources for personal, professional growth.
  - Build LibGuides for community use.

Professional Development:

- Continue professional development through memberships in organizations such as the American Library Association, Bay Area Independent Librarian Association,
- Attend conferences, webinars,
- Keep abreast of best practices through journal reading, and/or pursuing graduate classes and projects

Minimum Qualifications:

- Familiarity with Learning Management Systems, LibGuides, Follett Destiny, subscription databases, and Canva
- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Commitment to fostering a culture of learning and academic excellence
- Master's degree in Library Science or actively working towards earning a Master's degree in Library Science
- High School teaching experience

Preferred

- Proficiency with PowerSchool and Schoology

**Physical Requirements**

The physical requirements described here represent those that must be met by an employee to successfully perform all the essential job functions. While performing the duties of this Job, the employee is regularly required to sit; use hands and fingers to handle or feel as well as talk and hear. The employee is frequently required to reach with hands and arms. The employee is required to frequently stand and walk. The employee may lift and/or move up to 25 pounds. The employee will push a wheeled cart containing library books weighing up to 200 lb.

**Work Environment**

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Additionally, all personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Applications will be reviewed on a rolling basis. Interested candidates should submit a resume, cover letter, salary requirements and three references along with their posting through the Bishop O'Dowd Careers Site.** Pre-employment background screening is required for all positions. For more information on Bishop O'Dowd High School, please see our website at: <http://bishopodowd.org>.

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Bishop O'Dowd High School is an equal opportunity employer and does not discriminate in its employment policies and procedures. It follows the Diocese of Oakland's policies prohibiting illegal harassment, retaliation or discrimination. However, as a Roman Catholic high school with a stated mission, goals and objectives that clearly reflect the teachings and educational philosophy of the Diocese of Oakland, Bishop O'Dowd High School reserves the right to require all current and prospective employees to commit to carry out their duties and responsibilities in a manner that clearly and unconditionally demonstrates support of and respect for the school's mission and Catholic identity. Persons who in good conscience are unable to agree to this commitment should not seek or accept employment at Bishop O'Dowd High School. As a faith-based institution, we reserve the right to use religion as a criterion in hiring decisions, as permitted by law, as it relates to performing essential job duties.