

Position Title: Prep Instructional Librarian
FLSA Classification: Exempt, 100% FTE – 10-month schedule of duties
Reports to: Director of the Lucas Family Library
Position Purpose: The Instructional Librarian works closely with the Lucas Library Director to foster a vibrant learning environment conducive to thoughtful, deep independent and group inquiry. In close collaboration with the Library Director, the Instructional Librarian takes the lead in implementing and growing a dynamic, multi-faceted information literacy program for college preparatory high school students. This position also shares responsibility for a variety of other library duties with the Lucas Family Library staff.

Essential Functions:

- In collaboration with the Library Director and faculty, and centered on current curriculum, implements and grows a dynamic information literacy program for students, including instruction in: finding, accessing and evaluating online sources, structuring effective online searches, synthesizing information, using information ethically, and understanding and creating scholarly citations and works cited pages.
- Fosters collegial relationships with faculty and departments to engender collaboration and effectively support faculty and students.
- Using professional review sources, personal recommendations, and professional judgment, selects and orders library materials that support school curriculum, address diversity, and foster a love of reading.
- Maintains currency in emerging library technologies and their applications within a college preparatory high school, including remote learning applications and tools.
- Curates a current and diverse collection through regular weeding of print, electronic and other materials.
- Assists students and faculty in locating and using print and online library materials, the online catalog, and the printer.
- Schedules class visits and maintains the library’s calendar.
- Maintains a high level of professionalism and professional development via membership in professional associations and networks, and attending professional meetings.
- Works with the Library Director on a variety of additional or special projects
- As part of the Library team, balances the need for a quiet study space for students with that of a more vibrant space for small group collaboration and active learning.

Other Responsibilities:

- Creates displays to promote new book acquisitions, school programs, and special events.
- Actively engages with students to build relationships
- Promotes a love of reading and intellectual curiosity by maintaining a commitment to one’s personal reading, and recommending fiction and nonfiction books to students and faculty.
- Helps maintain the neat and orderly appearance of the library collections.
- Along with library staff, provides library supervision as needed, and as available, and upholds school rules and policies.
- Helps develop and implement appropriate library rules.

Skills and Abilities:

- Master’s degree in Library and Information Science from an ALA accredited college or university.
- Two or more years of library experience at the high school level, preferably in an independent school environment.
- Affinity for working with high school students.
- Demonstrated ability to actively engage students in the learning process.
- Excellent communication, presentation, and interpersonal skills.
- Interest in reading and discussing Young Adult literature.
- Demonstrated team player
- A clear commitment to the educational philosophy of the school as articulated in the Goals and Criteria of Sacred Heart Schools and professional behavior based on it .

- Willingness to be an active, enthusiastic member of the Sacred Heart community.
- Excellent technology skills and experience with emerging technologies. Experience with Windows, Microsoft Office applications, and Google Docs.
- Curiosity and interest in the future of school libraries.
- Ability to communicate and maintain library rules and regulations within the Preparatory community.
- Strong attention to detail and the willingness to accept new tasks and projects with a positive attitude.
- Ability to multitask, demonstrate a calm and friendly disposition and independent initiative.

Physical Ability:

- Work in a highly active and sometimes stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Work primarily in a traditional (non-air-conditioned) library environment.
- Regularly alternate between sitting and standing over 8 hours and the ability to actively circulate about the library.
- Requires the ability to regularly and safely lift and shelve heavy textbooks many times over the course of an hour and the ability to occasionally lift up to 35 lbs. Requires occasional bending, sitting on floor, and extended reaching in order to shelve books.
- Requires manual dexterity to sort books, use the phone, computers, and other library equipment.

Employment & Instructions for Applying

SHS offers competitive compensation and health and welfare benefits subject to plan parameters, including paid vacation, medical, dental, vision, Life & LTD, 403(b) retirement plan, lunch during the academic year and more.

To Apply

Please apply via email by sending a cover letter and resume to hr@shschools.org You MUST indicate **Prep Instructional Librarian 2021-22** in the subject line of the e-mail. Please do not contact the Schools by phone or by unscheduled visit. You may also choose to mail your materials to:

Sacred Heart Schools
150 Valparaiso Avenue
Atherton, CA 94027

Attention Human Resources: **Prep Instructional Librarian 2021-22**