



Head Librarian

Full time, Certificated Staff Position
Compensation Commensurate with Experience

The Librarian reports directly to the Educational Technology Coordinator and is responsible for coordinating and supervising all aspects of the school's library. The Librarian serves as a resource to both faculty and students.

Specific Duties:

- Educates students and teachers to informational literacy and digital resources
- Reviews, updates, and coordinates with vendors relative to academic databases
- Designs and executes library orientation programs for faculty and students
- Selects, orders, and processes print, non-print, digital, and resource materials for the library
- Supervises students while they visit the library
- Assists students with research activities
- Assists students with iPad use issues
- Supervises professional support staff
- Forms and supervises volunteer support staff
- Assists with the maintenance of the in-house webpage
- Creates and manages annual budget for the library
- Causes to be maintained the physical setting of the library, inclusive of physical and aesthetic features

Requirements/Preferences:

- Master's Degree (MLS, MLIS, or related field strongly preferred)
- 3-5 years of experience in like position
- Supervisory experience
- Expertise with student-centered learning and educational technology
- Ability to work effectively with staff and students

Hiring Timeline: Accepting resumes through April 27, 2022

Application Procedure: Candidates may submit cover letter and resume to ksavage@mitty.com