



## *Archbishop Mitty High School*

5000 Mitty Avenue, San José, California 95129  
408-252-6610 [www.mitty.com](http://www.mitty.com)

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### **Job Description: Librarian Full-time, Exempt, Certificated Position**

#### **About the School:**

Archbishop Mitty High School is the Catholic, coeducational, college preparatory high school of the Diocese of San Jose. The School embraces the Catholic educational mission of developing community, teaching the Gospel message, and promoting service, peace, and justice. Through its rigorous academic program, the School prepares students for college and for responsible leadership in a global society. At the same time, the School works diligently alongside parents to foster the personal, academic, and spiritual development of each student. Recognizing that each individual is created in the image and likeness of God, the School celebrates and affirms its diverse cultural community while developing students who are intellectually competent, just, faith-filled, respectful leaders.

#### **Position Overview:**

The Librarian reports directly to the Educational Technology Coordinator and is responsible for coordinating and supervising all aspects of the school's library.

#### **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

#### **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
- 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

**Additional Responsibilities:**

- Sits on the Academic Council
- Administers the campus Peer Tutoring Program
- Attends in-services and all events required of full-time faculty members
- Communicates with IT staff relative to computing and copying needs within the library

**Workday specifics:**

- 7:30 AM – 3:30 PM every school day
- Attendance not required on all school holidays and vacation periods
- Attendance not required, June 1 – July 31, annually

**Compensation:**

Full-time teacher’s salary, in keeping with the school’s salary schedule

**Hiring Timeline:**

Ideally, the Librarian can undertake their duties beginning December, 2020.

**Application Procedure:**

Candidates are encouraged to submit cover letter and resume via email to...

Keith Mathews, Associate Principal  
 Archbishop Mitty High School  
[kmathews@mitty.com](mailto:kmathews@mitty.com)  
 408-342-4203

*Archbishop Mitty High School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in its hiring and in the administration of its educational or admission policies, financial aid distribution, or other school programs. Archbishop Mitty is dedicated to the building a culturally diverse and pluralistic faculty and staff committed to teaching and working in a diverse community and strongly encourages applications from candidates who reflect such diversity. [www.mitty.org](http://www.mitty.org)*