

Instructional Librarian 2022-2023

Experienced high school librarians are encouraged to apply to be the librarian at Presentation High School for the 2022-2023 school year. Please send resumes and cover letters detailing their interest and fit for teaching at Presentation High School to employment@presentationhs.org.

School Mission and Overview

Presentation High School is a private Catholic college preparatory school for young women located in San Jose, California. Founded in 1962, its purpose flows from the teaching mission of the Roman Catholic Church and the educational ministry of the Sisters of the Presentation of the Blessed Virgin Mary. As such, Presentation strives to integrate the educational mission of the school with the vision of life found in the Gospels.

LIBRARIAN

Purpose of Position: Provide library to students and teachers. Supervise the library and its materials.

Reports to: VP of Curriculum and Instruction

Directly Support and Teach Students

1. Teach the basics of library use by:
 - a. Providing library orientation and basic research skills to freshman and new transfer students.
 - b. Presenting basic information of research skills/databases.
 - c. Working with individual students to reinforce research skills as needed.
2. Teaches students research skills (how to access, evaluate, cite a variety of print and digital sources) and promotes the importance of information literacy skills.
3. Gain student input in order to develop a suitable collection of books.
4. Assist students and teachers in locating and interpreting the library materials.

Collaboration with Faculty

5. Work in consultation with academic departments to identify new book, periodical, and media materials to purchase to use in supplementing the curriculum.
6. Assist departments and individual teachers in conducting general and subject-specific library skills classes as required.
7. Help teachers prepare subject bibliographies for classes as requested.
8. Work with the departments to obtain additional media from outside libraries, rental sources, etc. in order to expand available resources.
9. Collaborates with the Educational Technologist to support and promote emerging educational technologies.

Support and Maintain

10. Prepare the library/media budget in conjunction with the VP of Curriculum and Instruction.
 - a. Develop purchase plan for equipment and materials imperative to library maintenance.

- b. Order materials and submit payment in a timely fashion.
 - c. Maintain accurate record keeping and to consult with the bookkeeper as necessary.
11. Promote use of PHS library inside and outside through school public relations, including bulletin announcements and library events.
12. Process, display and circulate new materials.
13. Supervise various administrative, clerical and bookkeeping duties such as:
 - a. Maintaining an accurate computer catalog; updating information as needed.
 - b. Completing the annual inventory of library materials
 - c. Sending overdue notices and collecting fines.
14. Keep collection current and in compliance with copyright laws.
15. Use and maintain the Follette database for all Library inventory.
16. Creates and maintains welcoming spaces that facilitate quiet study and collaboration that offers physical and virtual access to all formats of information.
17. Evaluates and weeds collection as needed.

Qualifications:

- Bachelor's degree; Credential or M.A. in Library Sciences preferred.
- School library experience preferred; work with high school level students preferred
- Strong interpersonal skills, excellent written and verbal communication skills; ability to work independently.
- A commitment to the educational philosophy of Presentation High School.
- Ability to work well with students, colleagues, and parents.
- A willingness to be an active, enthusiastic member of the Presentation community.
- A deep commitment to professional growth and interest in educational technology.
- Working knowledge of the Google Suite for Education, current library databases, and experience managing the Follett Destiny library platform.
- Strong, proven teaching ability and passion for the academic subject.
- Knowledge of the latest pedagogy for effective classroom instruction and student learning.
- Excellent organization, verbal and written skills, as well as outstanding interpersonal skills.
- Commitment to equity and inclusion.
- Available and willing to work occasional co-curricular events, including overnight field trips.

Employment

Presentation High School offers a competitive salary and a collaborative professional community. Interested applicants are asked to send a letter of interest and resume to employment@presentationhs.org and check our employment website regularly for openings. Qualified applicants will be contacted regarding next steps.