



Library Specialist

About the School:

Archbishop Mitty High School is the Catholic, coeducational, college preparatory high school of the Diocese of San Jose. 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.

Desired Qualifications:

- Bachelor's degree from an accredited institution preferred
- Experience working in a library preferred
- Commitment to creating diverse, equitable, and inclusive learning environments for all students

Specific Job Duties:

- Supervise students who visit the library before school, during their off-periods, and after school to create an environment that is conducive to studying
- Assists with developing an expansive collection that reflects the diversity of our student population
- In conjunction with the Head Librarian works to remove outdated, unused, or damaged books from the library shelves and computer catalog
- Displays competence in classifying, cataloging, processing, storage, and circulation of materials
- Guide students to read for understanding, and for exposure to diversity of viewpoints and genres, and for pleasure
- Assists students with research activities
- Assists in the training of volunteers
- Assists with the maintenance of the in-house webpage

Workday specifics:

- Library is open from 7:00 AM – 5:00 PM every school day, and the library specialist will work an 8-hour shift within this period. Specific schedule to be discussed with Head Librarian
- Attendance not required on all school holidays and vacation periods
- Attendance not required, June 1 – July 31, annually

Compensation:

Hourly classified staff B level position with benefits. See more information [here](#).

Hiring Timeline:

Ideally, the Librarian Specialist can undertake their duties the first week of August 2021.

To apply, send a resume and a thoughtful cover letter which speaks to the importance of school libraries in creating an equitable and inclusive learning environment to the Head Librarian Tiffani Lewis-Lockhart at tlewis-lockhart@mitty.com