

Position Title: Instructional Librarian

Date Modified:

FLSA Classification: 10 Month, exempt 100%

Reports to: Director of the Lucas Family Library

Position Purpose: The instructional librarian works in partnership with the Library Director to create a robust information literacy program, a rich collection, and a productive learning environment in support of the college preparatory curriculum.

Duties and Responsibilities:

Student Support:

- Support students in all aspects of the research and writing process
- Assist students with the use of library resources including research databases, library catalog, citation generators and the printer
- Supervise students in the library to maintain a balance between the need for quiet spaces with collaborative, working group spaces
- Circulate materials to patrons and oversee overdue notices, work with Business Office to reconcile charges for unreturned or damaged materials, place requested materials on hold
- Willingness to support student engagement through participation in school wide events and activities during the school day

Curriculum Support:

- Support Library Director and faculty in implementation of an information literacy program for students, including instruction in: finding, accessing and evaluating online sources, structuring effective online searches, fact-checking sources, synthesizing information, using information ethically and creating scholarly citation and works cited pages
- Schedule class visits and maintain library calendar
- Maintain currency in emerging library technologies and pedagogies relevant to a college preparatory high school
- Foster collegial relationships with faculty and departments to engender collaboration and effectively support faculty and students
- Maintain high level of professional development via membership in associations and networks, and attending professional meetings

Collection Support:

- Using established collection development practices, select and order print and digital materials that support the curriculum, address diversity and foster a love of reading
- Promote a love of reading by maintaining a commitment to one's personal reading, and recommending fiction and nonfiction books to students and faculty
- Create physical and online book displays to promote new materials
- Process new books and materials. Performs copy cataloging and deletes records for weeded titles

- Regularly update online database usage statistics
- Shelf books and shelf reads collection as needed
- Work with library director as needed on special projects

Requirements:

- Bachelor's Degree is required. Master's Degree in Library and information Science strongly preferred
- Prior experience working in a library and utilizing standard library practices including classification systems (e.g. Dewey) and MARC cataloging
- Ability to support student research and writing
- Demonstrated competency with Integrated Library Systems and research databases
- Experience with Windows, Microsoft Office Suite and Google Docs
- Interest in reading and discussing fiction and nonfiction books that are of interest to teens
- 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

Physical Requirements:

- Works in a fast-paced environment dealing with a wide variety of challenges, deadlines, and complexities serving a varied constituency.
- Must comply with all state vaccination requirements and show proof of vaccination including but not limited to COVID-19 or proof of eligibility for exemption.
- Ability to travel safely and comfortably across a 64-acre campus.
- Requires the ability to safely lift and shelve heavy textbooks many times over the course of an hour.
- Requires the ability to actively circulate about the library, reach under tables, and sit for extended periods at a computer.
- On a daily basis, spends extended time shelving books on very low shelves in a bent over position. Requires bending, sitting on floor, and extended reaching in order to shelve books.
- Requires the ability to regularly lift more than 20 pounds.
- Requires manual dexterity to sort books, use the phone, the computer and other library equipment.