

Saint Francis High School Instructional Librarian (Mountain View, CA)

JOB SUMMARY

The Instructional Librarian will work closely with the Head Librarian to develop and deliver a future thinking research and information literacy instructional program that fosters innovative learning experiences. As part of a three-person team, the Instructional Librarian will also play an integral role in all aspects of the library's daily activities, including the development of a current and diverse collection that meets the needs of our students and educators. The Instructional Librarian is welcoming, open-minded, creative, self-directed, collaborative, experienced in pedagogical and library best practices, and committed to ongoing professional growth. Current workday is 8:00 a.m. - 4:30 p.m.

RESPONSIBILITIES

- As part of a three-person team, provide exemplary library service, outreach and programming that is aligned with the schools mission and instructional objectives
- Foster an environment that is welcoming and safe, where all students feel respected as individuals
- Equip students to be critical thinkers, skillful researchers, ethical users of information, and enthusiastic readers while ensuring equitable access to information and ideas
- Develop and maintain collaborative relationships with educators and learning resource center specialists. Understand and support curricular needs based on vertical alignments in each department
- Collaborate with educators and learning specialists to design and implement lessons and/or instruction modules, evaluate effectiveness. Creatively and effectively leverage appropriate educational technologies and pedagogies
- Plan, teach, and co-teach lessons in the library and other classroom spaces
- Train educators on use of library resources and services, and the delivery of library instructional modules
- Play integral role in day-to-day operations of the library, including individualized student support, collection development, cataloging, circulation services, digital content creation, displays, general student supervision, and managing the physical space
- Stay current on professional trends and best practices in school librarianship and young adult literature

EDUCATION

- MLS or MLIS from an ALA accredited institution, or equivalent

EXPERIENCE

- Prior experience working in a school or academic library with teens/young adults highly preferred
- Designing and teaching research skills, information literacy, media literacy and digital citizenship curriculum as well as professional development workshops
- Creating online subject guides and tutorials
- Knowledge of anti-bias educational practices and restorative justice practices
- Well-grounded understanding of SJEI principles from a personal or programmatic perspective
- Extensive knowledge of young adult literature, and understanding of selection criteria for high school non-fiction

SKILLS

- Future thinking vision and a demonstrated interest in exploring ways the library can help transform student-centered learning
- Ability to prioritize and complete tasks within set time frames and with strong attention to detail, including the ability to stay focused and manage multiple activities at the same time
- Ability to communicate effectively orally and in writing
- Ability to establish clear expectations with students while building positive relationships
- Able to supervise and interact with students using a restorative justice approach
- Proficiency with Apple technology, Google Suite, Follett Destiny, website administration software, graphic design software such as Canva or Adobe Spark, social media platforms, Zoom
- Familiarity with educational technology tools such as Schoology, NoodleTools, PearDeck, Kahoot! and willingness to effectively incorporate new applications

BEHAVIORAL JOB ATTRIBUTES

- Must support the Catholic, Holy Cross mission and philosophy of the school
- Self-directed, with proven ability to assume responsibility, work independently, creatively problem solve, and efficiently manage multiple projects at once
- Team player who is able to work effectively with colleagues, students and educators while demonstrating cultural proficiency and professionalism
- Dedicated lifelong learner who constantly seeks ways to improve professional skills, modernize internal systems and implement best practices
- Growth mindset: flexible, optimistic, patient, persevering, kind

- Exercise judgment within defined procedures and practices to determine appropriate action

PHYSICAL REQUIREMENTS

- Must be able to operate a keyboard and mouse
- Must be able to use a telephone head or handset
- Work requires visual acuity
- Must be able to focus on highly detailed tasks for long periods of time
- Must be able to sit for extended periods of time
- Must be able to lift 25 lbs. in confined spaces

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. In addition, all employees are required to abide by and support our students in following all of the health and safety protocols we have in place during the pandemic including mask wearing, physical distancing, symptom tracking, etc.

To apply, please go to www.sfhs.com/jobs-at-sf

To learn more about the Saint Francis High School library, please go to www.sfhs.com/library

Saint Francis High School demonstrates a commitment to the continued creation of a diverse and inclusive environment and is proud to be an equal opportunity employer.