



# School Librarian

## Overview

The school librarian is responsible for managing the school library, supporting students and teachers in their information and literacy needs, and promoting a love of reading and learning among students.

Our library program is a very important part of our school's academic and overall program. We believe in the importance of reading as a gateway to a lot of academic growth and overall life success, and so we deeply desire to promote reading by our students (and greater community) as much as possible.

Our preschool and elementary students have a weekly time to visit the library. These visits include story reading and activities (led by the librarian), as well as time to check out new books. Students are permitted and encouraged to check out two books each week to take home and read.

Our librarian also oversees the STAR testing (to assess appropriate reading levels) and our Accelerated Reader program, a reading incentive program that checks comprehension after students read books and allows them to earn points and eventually win prizes or rewards. In addition to these programs, our librarian also plans and carries out occasional special events.

In addition to the head librarian, we have a full-time library assistant who supports the librarian in all tasks. The library assistant is primarily responsible for managing the library shelves and holdings, attending the circulation desk, and maintaining an appropriate environment in the library. In addition, this position assists the head librarian in leading student activities and providing student and classroom support.

The library is home to our after-school tutoring program, in which faculty and older students offer paid tutoring services to students of all ages.

## Qualifications

- 4-year degree (or advanced degree) in library and information science (MLS/MLIS), and/or 2+ years prior experience in a similar position
- A strong knowledge of literature, including children's and young adult literature, to make recommendations to students and support their reading interests
- Familiarity with basic print and online sources for student research and investigations

- Strong communication and interpersonal skills, and a commitment to providing excellent customer service to students, staff and parents; ability to relate well to children of all ages
- Proficiency in library software, online databases, and educational technology tools and equipment
- Effective library management and organizational skills, including cataloging and record-keeping
- Ability to create, decorate, and update bulletin boards and displays
- Full fluency and expertise in English; conversational Spanish preferred (willingness to learn is a must)
- Evangelical Christian testimony with active local church experience
- Sense of calling to teach in a developing country setting
- Willingness to make a three (or more) year commitment (negotiable)

## Job Description

### 1. Managing materials

- a. Maintain orderly and accurate records of the check-out and return of books and other materials
- b. (weekly) Read the shelves to ensure that all books are in the correct location, re-shelving misplaced books as needed.
- c. Routinely repair damaged books (for example, re-gluing spines, applying contact paper to paperbacks, repairing torn pages)
- d. Add new books and periodicals to the library collection (entering information into the database, labeling the book, adhering barcodes, protecting paperback books, etc.)
- e. Maintain accurate database records of the collection, including deactivating items when they are lost or discarded
- f. Display attractively new additions to encourage student use of these materials
- g. Maintain a current display of periodicals, reference books, and teacher materials
- h. Participate in the process of Literature and material acquisition to keep the Library updated per NCAI guidelines.

### 2. Maintain an appropriate library environment

- a. The library should be a place for reading, studying, and academic pursuits. Therefore, the librarian and the assistant share the responsibility for maintaining this environment and managing discipline in the library.
- b. A welcoming demeanor and a positive relationship with students, teachers, and parents are vital to the desired atmosphere in a library.
- c. Responses to student and parent questions should be helpful, timely, and with a view to fostering a love of reading.
- d. Discipline matters need to be handled with poise, firmness, and respect, with the goal of maintaining order in the library and a positive relationship with each student.

- e. Disruptions in the library should be handled promptly to ensure that inappropriate patterns of misbehavior are not created or allowed to continue. The librarian and the assistant must ensure that library guidelines and procedures are followed.

### 3. Professional Development

- a. Develop and implement a plan for regularly reading children's books, in order to be able to talk knowledgeably with students, teachers, and parents about books they are reading; to be able to recommend books to students at all levels and with varying interests; and to know the content of the books in order to relate them to classroom topics of study.
- b. Become proficient in online research sources in order to assist students in the media center. This should include knowing how students should appropriately cite the sources they use.

### 4. Student and Class Activities

Provide weekly mini-lessons for each class when they come to the library. These lessons should include:

- a. Lessons about use of the library: genres, Dewey Decimal System, shelf arrangement in our library, care of books, organization and parts of books, use of reference materials
- b. Lessons specifically designed to coordinate with current classroom studies. (For example, reading from poetry when a class is studying poetry; introducing and displaying books on a particular period or event in history or a topic in science when the students are studying it in their classrooms)
- c. Lessons designed to foster a love of books and reading
- d. Reading aloud to each class
- e. Book talks on authors / illustrators and their works
- f. Gathering books for teachers to check out and take to their classrooms on specific topics

### 5. Classroom Support

The library should support the school's instructional program. For this reason, the librarian should do the following:

- a. Regularly talk with grade level teachers to know what topics they are studying
- b. Find books, magazine articles, and reference materials on those classroom topics.
- c. Present/show those materials to the students in their weekly classes so that interested students may read more about those topics.
- d. Help individual students find books or reference materials on their particular topics of interest.
- e. Oversee the school-wide Accelerated Reader program, both in the classroom setting and in the library.