



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican

COMMUNITY *of* SCHOOLS

Job Title: Elementary Librarian

Department: Campus Services

Appointment: Part Time

Contract Period: 10 months

Reports to: Director of Library Services

Job Summary: The ideal candidate is positive, high energy, collaborative, and loves working with children and fostering a passion for literature. The candidate will have a thorough working knowledge of literature and authors as they relate to the early childhood and elementary setting, strong skills in teaching effective research methods, and proficiency in the use of technology.

Essential Duties and Responsibilities:

- Support the mission of the school and the Dominican Charism.
- Conduct weekly library classes with a focus on digital citizenship, research skills, and appreciation of literature with students in SAA and SDS grades PK2-6.
- Create and maintain displays and bulletin boards that create a welcoming environment and promote literature
- Curate and maintain a strong collection of literature for students that supports the Catholic mission of the school
- Catalog and process books as necessary
- Maintain the library collection including but not limited to weekly shelving, weeding, inventorying, and evaluating the collection as deemed necessary by the Director
- Promote library programming and services by consistent communication and collaboration with the teachers and school population
- Assist teachers with the integration and use of technology and applications as they relate to the specific curriculum goals

The ideal candidate will:

- Have a master's degree in Library Science or equivalent and 3-5 years of experience working with children ages 2 and up.
- Have a moderate to advanced level of comfort with the use of technology including hardware and software applications used in the school and Mac OS and iOS operating systems.

- Be current in their knowledge of the latest technologies and curriculum trends and work collaboratively with teachers to implement new initiatives
- Have a solid understanding of the essentials of effective library instruction
- Possess the ability to create a class environment in which students feel safe, supported, and challenged to engage deeply in meaningful work
- Have a strong sense of personal accountability for student engagement
- Maintain a commitment to being a thoughtful and reflective practitioner
- Be committed to collaboration with colleagues
- Welcome feedback and make continual adjustments in teaching practices
- Show a commitment to continued professional development and a growth mindset
- Feel comfortable supporting the needs of the IT department as a troubleshooter when necessary

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

Interested candidates should submit a cover letter, resume, and employment application (found on our school website at www.saa-sds.org) to Sara Casey, Director of Library Services at scasey@saa-sds.org.