



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY *of* SCHOOLS

Position Title: Elementary Librarian

Department: SAA-SDS Library

Contract Period: Full-Time, 10 Months

Reports to: Director of Library Services

Position Summary: The St. Agnes Academy – St. Dominic School community is a special place to work for caring and invested educators. In accordance with the school’s mission and Dominican tradition, the Elementary Librarian supports students' intellectual and spiritual formation by fostering a culture of reading, curiosity, and inquiry.

Working under the direction of the Director of Library Services, the librarian supports the school’s library program and collaborates with faculty to promote reading, research skills, and information literacy across grades 1–8. In partnership with classroom teachers, particularly in grades 5–8, the librarian provides instruction and support in the research process, helping students locate, evaluate, and use information effectively.

The librarian also assists students and teachers in making responsible use of digital resources and emerging technologies, including artificial intelligence tools, with an emphasis on ethical use, authorship, and critical thinking.

As part of our faculty's collegial culture, a willingness to collaborate with colleagues, invest in professional growth, and contribute to the broader life of the school community is expected.

Essential Duties and Responsibilities (Library Program)

- Maintain a welcoming, organized library environment that supports reading, inquiry, and collaboration
- Manage the library collection, including cataloging, organization, and circulation of materials
- Promote reading through library programming, displays, and school-wide literacy initiatives
- Support students in selecting books and resources appropriate to their interests and reading levels
- Partner with teachers, particularly in grades 5–8, to design and deliver research-based learning experiences aligned with curricular goals, including collaborative planning and co-taught research projects
- Provide instruction in research strategies, source evaluation, citation practices, and synthesis of information

- Support student use of library databases, reference materials, and digital research tools
- Collaborate with teachers and instructional leaders to support inquiry-based learning across grade levels
- Assist students and faculty in locating and using high-quality resources that support classroom instruction and research
- Support responsible technology use related to research, including digital citizenship and academic integrity

An ideal candidate for this position would possess the following qualifications:

- Master's degree in Library Science or Library and Information Science (MLS/MLIS) preferred with demonstrated experience in library services, research instruction, or instructional support.
- Experience working with K-8 students in an instructional setting
- Experience teaching research or inquiry-based learning
- Strong communication, organizational, and collaboration skills

About St. Agnes Academy – St. Dominic School

St. Agnes Academy – St. Dominic School is a Catholic, independent PK2-12 school in Memphis inspired by the Dominican Pillars of Study, Prayer, Community, and Service. We prioritize relationships while preparing our students for their futures. Our innovative and caring faculty is committed to growing well-balanced students – mind, body, and spirit – in a supportive, faith-filled environment.

The ideal candidate will be excited about the opportunity to work collaboratively in an inclusive, values-based, Catholic, independent school community. Click [HERE](#) to submit an application and upload a resume and cover letter.

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. Competitive compensation is available.