



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 will support our school's mission, goals, and vision; value community; bring a spirit of enthusiasm and energy and be willing to take thoughtful initiative in a collaborative setting. We are looking for applicants who are independent, creative, and who can design and develop library programs that inspire curiosity, inquiry, and a life-long love of reading.

Essential Duties and Responsibilities:

- Support the mission of the school and the Dominican Charisms.
- Conduct weekly library classes with a focus on digital citizenship, research skills, and appreciation of literature with students in SAA and SDS.
- Curate and maintain a strong collection of literature for students that supports the Catholic mission of the school.
- Empower students to be critical thinkers, enthusiastic readers and skillful researchers.
- Support and participate in a professional learning community.
- Create a joyful, vibrant, and welcoming environment.
- 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.
- Create and 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.
- Collaborate with teachers to teach project-based research skills and develop curriculum using 21st century skills that incorporate the use of information literacy and technology.
- Work with the Library Director, Deans, and educators to align existing resources and practices with curriculum.

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.
- An understanding of the scope and the sequence of library and information literacy curriculum.
- 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.

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.