

**Position: School Librarian****Reports to: Lower School and Middle School Directors****General Responsibilities:**

The librarian is responsible for the oversight and management of the TCS library, including inventory and ordering for the library collection, working with faculty and staff on selections needed for classroom curricular uses and keeping the online library catalog up-to-date and engaging for students and parents. The librarian would also teach daily lower school classes and potentially a middle school elective, helping to support skills such as research (both from books and digital resources), digital citizenship and lessons on specialized themes (poetry, diverse backgrounds, etc.).

**Essential Duties and Responsibilities**

- 1. Selects, receives and organizes library collection and associated materials and equipment**
  - Ensures collection is current and follows appropriate TCS guidelines
  - Has thoughtful approach to new purchases of books and materials
- 2. Manages circulation of books and materials**
  - Provides opportunities during the school day and before/after school for students to check out and turn in books
  - Shelves returned books
  - Maintains circulation record through online Destiny system
  - Tracks overdue books - sends notices to teachers and contacts parents when necessary
  - Works with faculty on providing access to sets of books for particular units of study in classrooms
- 3. Teachers daily lower school library classes and middle school electives**
  - Plans weekly library lessons for TK - 5th grade classes, including read-alouds, content lesson and time for circulation
  - Works with faculty on helping to support research, writing and literary skills
  - Exposes students to different genres of books and books with diverse backgrounds, particularly during highlighted months of the school year
  - Plan and teach a middle school elective each semester or a full-year elective such as yearbook
- 4. Organizes and supervises yearly book fair**
  - Works with book fair vendor (Scholastic) to coordinate books, materials, promotional displays, etc. for book fair

- Coordinates with book fair parent volunteers to have people to help with set up, checking out and take down of book fair materials
- Works with division directors on how book fair funds are used

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualified candidates should:

- Love literature and be able to inspire and encourage students in their reading development
- Create weekly and long-range lesson plans to maximize instructional time and reach goals for the library program
- Demonstrate positive classroom and behavior management with students from kindergarten through 8th grade
- Develop an understanding of the digital library software, including the collection database, circulation interface and online library catalog portal
- Thoughtfully discuss new book selections and guidelines with administrative team and literary book review team
- Correspond effectively in person and over email with faculty, staff and parents
- Be able to ascend/descend multiple flights of stairs and transport about 10-15 pounds
- Be able to effectively traverse possibly uneven ground to manage students

## **Education/Experience**

Ideal candidates would have prior experience in a library setting and a Master's degree (M.A) or equivalent in Library Sciences.