

ST. ANNE SCHOOL

JOB DESCRIPTION

Head of Library and Digital Media

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies and goals of the school, as well as the decisions made by the Administration.
- Insures the health, safety and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

DEFINITION:

The St. Anne School Head of Library and Digital Media is responsible for the operation of the Library Media Center and the management of access, evaluation and integration of information literacy skills into all areas of learning throughout the school. The duties of the St. Anne School Head of Library and Digital Media will include, but will not be restricted to, those listed below.

DUTIES:

- Directs library operations, including but not limited to the management of budget and facilities, programming and support, and supervision and evaluation of library staff
- Maintains the library as a space that is innovative, welcoming, and community oriented yet conducive to reading, studying, and researching
- Teaches learners to display curiosity and initiative when seeking information
- Promotes new knowledge generation by providing experiences to access resources, information, ideas, and technology to develop products that illustrate learning
- Guides learners throughout the inquiry process and provides opportunities for learners to share and reflect on learning
- Activates and models an inquiry-based process by leading students through research to create new knowledge and make real-world connections
- Implements digital citizenship curriculum to develop skills for students to make smart choices online and in life to fully participate in the local and global community
- Works with faculty and the library technician to design and provide instruction and resources to support class projects, information literacy and research methods, to develop efficient skills for finding appropriate resources
- Maintains and participates in relevant professional development to stay abreast of trends and knowledge pertaining to education, technology, information literacy, and innovative programs

- Oversees cataloging, processing of materials, and inventory of collections by reading widely, and collaborating with staff and faculty in acquisition and weeding of print, non-print, and electronic resources
- Collaborates with staff, technology department, and outside vendors to ensure the library website and catalog and other technology platforms are effective portals to library resources
- Responsible for managing, troubleshooting, and providing support for all online library and curriculum resources for students and faculty accounts
- Takes on other duties as assigned

QUALIFICATIONS:

- Knowledge of: Library Automation System (Follett), K-8 curriculum, and technological skills
- Ability to: Work with staff, students, parents, and members of the board
- Experience: library or school work experience preferred
- Education: Bachelor's Degree, Library Media Teacher Certification, or Masters in Library, and Information Science (MLIS) Degree in progress

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Twelve-month, exempt salaried employee, Schedule B

Reports to: Head of School

This is a full-time exempt position. Full medical benefits and pension plan included. Salary is commensurate with experience and education. Please send a cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at hr@st-anne.org.