



School Librarian

Employment Classification: Part-Time (10 hours per week)

Primary Responsibility: Manage the school library and promote literacy and a love for reading among students.

Qualifications:

- Experience working in a library or educational setting is desirable.
- Passionate about promoting literacy and fostering a love for reading among students.
- Strong organizational and communication skills.
- Ability to work independently and collaboratively with faculty, staff, and students

Responsibilities:

- Manage the school library, including organizing and maintaining the collection of books and other resources.
- Assist students and faculty in locating and selecting materials that support their academic and personal interests.
- Promote literacy and lifelong learning culture by planning and implementing library programs, events, and activities.
- Collaborate with classroom teachers to integrate library resources and into curriculum units and lessons.
- Select and acquire materials that align with students' and faculty's needs and interests to support the school's curriculum and educational goals.
- Manage circulation procedures, including checking materials in and out, processing holds, and maintaining accurate records of library transactions.
- Maintain the library space to create a welcoming and conducive environment for reading and learning.
- Collaborate with other staff members to support Holy Trinity Lutheran School's overall mission and objectives.

Accountability:

The Librarian reports directly to the principal.

This part-time position is responsible for supporting the school's educational goals by providing access to resources, promoting literacy, and fostering a culture of inquiry and intellectual curiosity among students.