

Position Title:	Director of Library Services
Date Modified:	April 2022
FLSA Classification:	Exempt
Reports to:	Head of Curriculum and Instruction
Position Purpose:	Creates a collaborative learning environment for students that nurtures innovation and creative problem solving; empowers students to become critical thinkers, enthusiastic readers, and skillful researchers.
Work Hours:	7:15 a.m. – 4:15 p.m.
Work Calendar:	School Year (plus one week prior to fall employee inservice and one week after the school year ends)
PTO Designation:	School Year Admin

Description

The Director of Library Services reports directly to the Head of Curriculum and Instruction and is responsible for the functions of the library and K-12 services offered through the Library. The Director supervises the school library staff and volunteers. Additional responsibilities include evaluation and selection of books/materials; ordering and processing; utilization of media; and the instructional role, which includes both formal and information instruction in library, media, and technology information skills as well as assistance to students and staff in locating, evaluating, and using library media materials and technologies. The Director of Library Services will work with Lower and Middle school faculty to integrate library services and Design Thinking into various classroom settings.

Essential Functions:

- Implements a coherent and aligned library program for students in grades K-12 that follows best practices in instructional techniques and resources in conjunction with school curriculum. Ensures library program is essential to learning and teaching and fully integrated into the curriculum to promote students' achievement of learning goals and objectives.
- Conducts and instructs library classes including class management of students, assisting students to learn life-long library skills which include, but are not limited to, research skills, database usage, and choosing the right books.
- Creates an environment that is conducive to collaboration with teaching staff to design and teach engaging lessons, active and participatory learning, and resource-based instructional practices.

- Supports students' success by guiding them in reading for understanding, pleasure, and the exploration of diverse viewpoints.
- Adheres to collaboratively developed and up-to-date policies concerning issues such as materials selection, circulation, reconsideration of materials, copyright, privacy, acceptable use, fair use, and licensing of intellectual property and assisting students, staff, and administration with their understanding and observance of same.
- Provides leadership and expertise in the selection, acquisition, evaluation, and organization of resources and technologies in all formats, as well as expertise in the ethical use of information.
- Develops and maintains a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies of the school community.
- Exemplifies competence in classifying, cataloging, processing, storage, and circulation of materials.
- Evaluates, promotes, and uses existing and emerging technologies to support teaching and learning, and to supplement school resources.
- Integrates technology and Design Thinking into the curriculum for both Lower and Middle School faculty.
- Teaches Design Thinking class as a Middle School elective course as needed by the Middle School Administration.
- Schedules research classes and small groups in the Crum Library, including the support of group and individual research topics/interests.
- Demonstrates a willingness to work as part of a team by being service-oriented, flexible, and reliable when helping co-workers accomplish their jobs/tasks at hand.
- Coordinates the training of students in the use of database resources.
- Ensures organization and maintenance of libraries; supervises library staff and volunteers and takes annual inventory to determine the status of the collections.
- Communicates library events and information via school newsletters and manages and develops special activities to promote library programs.
- Works with the Head of Upper School and Head of Curriculum and Instruction on the design and organization of the Upper School Library.
- Selects and orders materials that meet the criteria of the selection policy—are aligned with grade level and curricula.
- Coordinates and supervises the annual fall and spring St. Francis Book Fairs.
- Collaborates with faculty for the annual summer reading program.
- Remains current in professional practices and developments, information technologies, and educational research as it pertains to library programs.
- Prepares annual operating and capital budgets.
- Assists in maintaining congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan and all activities of the library.
- Adheres to school policies in all areas of the school's operation.

- Supports the Employee and School Handbooks and assists with revisions and updates, when necessary, of the school's library policies and procedures.
- Other duties as assigned by the Head of School and/or supervisor including extracurricular.
- Knowledgeable about Veracross and other school management software programs.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications:

- Master's degree in Library Sciences preferred; with a minimum of five years of library management experience.
- Knowledge of Senior Systems and other school software.
- Ability to use basic office equipment.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with trustees, other administrators, teachers, operations staff, parents, students.
- Competent in database management, word processing, webpage design and spreadsheets.

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a fast-paced environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach