

ICRS PART TIME LIBRARIAN JOB DESCRIPTION

Immaculate Conception Regional is seeking a part time **librarian**. Anticipated hours are 12:00-4:15PM, M-Th. To apply please send your cover letter and resume to Principal Rodrigues, rodrigues@icrsweb.org.

ICRS Librarian Position Purpose:

The school librarian promotes the love of reading to students, and helps students become effective and discriminating users of printed and online resources, and supports classroom curricula with library resources.

II. Major Duties and Responsibilities Include:

1. Collaborates with the principal in implementing the mission of the Parish and School.
2. Provides library instruction (access to literature, reference materials, information) to K-8th graders (each class visits the library 30 minutes a week). Collaborates with teachers for meaningful and effective grade appropriate reference work and/or literature appreciation activities for students.
3. Organizes and hosts a week-long annual book fair to raise funds to purchase library books. Works with parent volunteers and faculty.
4. Purchases new library books for the school library based on the needs of teachers and students. Keeps the collection current within the constraints of the annual budget by purchasing quality print and non-print materials
5. Annually inventories and maintains the library collection. Supervises the withdrawal of outdated and worn out materials.
6. Maintains the on-line library catalog.
7. Prepares invoices to families having to pay for lost or damaged books. Coordinates with the Bookkeeper's Assistant.
8. Organizes library material, equipment, and facilities for effective and efficient utilization and circulation. Plans, equips and maintains attractive facilities in the library.
9. Effectively guides volunteer, student and/or other personnel to provide quality library service to users.
10. Maintains a current level of knowledge and skills required to effectively serve as the school librarian. Participates in regional and Archdiocesan collaborative efforts as approved and as appropriate.
11. Assists in homework help after school. Assists with yard duty and lunch duty as needed.

III. Qualifications of ICRS Librarian

Meets Safe Environment requirements, has excellent organizational and classroom management skills, the ability to work with a team and to relate to students at all grade levels, and models Catholic values. Has effective oral and written communication with school administrator, fellow staff members, parents and students.