

## **Librarian Job Description**

**New Life Christian School seeks a Librarian for the 2023-2024 school year. The Librarian will provide accessible tools for students and staff to direct, enhance and support the learning process. It is the goal of the Librarian to work in a flexible environment, collaborating with staff, teaching skills to students, and maintaining the holding of the library. The Librarian will be a person of spiritual maturity and reflect the mission, vision, and values of New Life Christian School.**

### **Spiritual Qualities**

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God-our standard for faith and practice.
- Be a Christian role model in attitude, speech, and actions toward others
- Actively participate in a local Bible-believing church
- Believe and actively support the school's statement of faith
- Motivate students to accept God's gift of salvation and be a Christian witness and role model to them to help them grow in their faith.

### **Professional Qualities**

- Possess a high school diploma, associate's degree, or bachelor's degree from an accredited post-secondary institution
- Hold an ACSI certificate or be willing to participate in a program to complete the requirements for certification in a specified period
- Demonstrate technology skills in Microsoft Office and Google Suite

### **Academic Leadership**

- Knowledge of the school's curriculum, standards, Christian mission, vision, and values
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities
- Read current literature in the field of library science and educational media
- Attend seminars and workshops to stay abreast of current educational media, library science philosophies, and techniques

### **Library and Media Center**

- Work with the administrative staff on planning and organizing library programs, library facility improvements, and library and media center acquisitions to meet the needs of staff and students
- Organize and supervise all materials, books, equipment, and supplies according to accepted procedures
- Plan library time for all classes
- Assist students and staff with finding and checking out materials and equipment
- Conduct orientation classes to assist newer and younger students using all library materials
- Be available to teach library research skills to students
- Collaborate with teachers to provide information literacy instruction within the classroom curriculum

- Develop a balanced collection that reflects the diverse interests and needs of the students and staff
- Evaluate, select new materials, and prepare purchase orders for submission to the school administration for books, periodicals, electronic media, library supplies, and equipment within budget guidelines
- Receive and review all materials for their suitability in a Christian school
- Advise teachers of new materials available for use
- Arrange and direct special library events and programs. Conduct book fairs
- Plan and maintain comfortable, attractive rooms conducive to study and library activities
- Oversee and recommend policies for the use of the library and media center
- Arrange for the daily shelving of returned library materials
- Evaluate the current collection regularly, mindful of materials that should be withdrawn due to physical wear and tear and dated material
- Be directly responsible for arranging for the maintenance of all media and equipment
- Supervise an annual inventory of all held materials
- Perform any other duties that may be assigned by the administration

**Physical Demands**

- The school is a multi-level facility, which requires the teacher to negotiate flights of stairs regularly and walk around the buildings and grounds for supervision.
- Must be able to sit or stand for extended periods, have the skill of hands and fingers to operate office equipment, and lift at least 25 pounds.
- On occasion, the teacher must be able to work longer hours than a typical day for events such as back-to-school nights, parent-teacher conferences, team meetings, open houses, graduation, or other meetings/functions in the evening.