



Position Title: Director of Library Services
Created/Updated: April 2021
Department / Division: Lower School / Middle School / Upper School
Supervisor's Name/Title: Todd Trout, Assistant Head of School
(w input from Division Heads)
Position Status: Fulltime, Non - Exempt

The Director of Library Services will be responsible for the daily operation of the LS and MS/US libraries and their associated media resources. The Director will have an MLS or equivalent experience, be proficient with technology and databases, exhibit strong communication skills, understand his or her role as teacher, like and respect the main constituency of the libraries (Lower, Middle and Upper School students and educators), and have an interest in continuing professional growth. Additionally, the Director of Library Services may serve as an advisor to a small group of students and would likely teach or co-teach 1-2 MS courses.

Requirements:

- Bachelor degree and significant library experience required. Masters of Library Science degree preferred.
- Proficiency with technology and databases
- Experience in formal instruction of library, media, and technology skills
- Desire to be part of building the larger school culture and community, particularly with regard to diversity, equity, and inclusion efforts
- Passion for literature and for helping students to become enthusiastic readers at all ages
- Ability to delegate tasks and manage staff and volunteers who assist in the libraries
- Create continuity of programming between the LS and MS/US libraries

Responsibilities:

- Organize and manage the LS and MS/US Libraries and support staff
- Evaluate, select, order, process and organize library resources (electronic and print)
- Assist with student information and research needs
- Consult with faculty as they plan instruction to ensure the incorporation of appropriate library, media, and technology materials into their curriculum

- Champion diverse authors and assist teachers with finding a variety of literature to incorporate into the curriculum
- Contribute to sustaining an inclusive and equitable learning environment for our community.
- Participate actively in professional development activities
- Act as a faculty advisor to approximately 8-10 students, if needed
- Teach or co-teach 1-2 MS courses as needed
- Participate actively in the life of the school, including assuming co-curricular and extra-curricular duties as necessary and appropriate
- Perform other related duties as required and assigned
- Provide library orientation for classes at the beginning of each year
- Teach information literacy/research skills as needed
- Appraise the collection to ensure it aligns with needs, interests and abilities of its users, purchase and delete resources where necessary
- Desire to build and sustain an inclusive and equitable learning environment for our community
- Staff the library 7:30 a.m. - 3:30 p.m. M-F (7:30 - 8:00 a.m. US/MS and 3:00 - 3:30 LS) and summer work amounting to a few hours per week for library work.

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