

PART-TIME LOWER SCHOOL LIBRARIAN
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Learning Commons Librarian

PRIMARY RESPONSIBILITIES:

- Works collaboratively with Lower School faculty, Learning Commons Librarian, Head of Lower School, Dean of Faculty and Technology coordinator to ensure the success of a Lower School Library program;
- Responsible for the daily operations and long-term growth of the Lower School Library;
- Teaches library classes using an integrated approach within current curricular units for grades JK-4;
- Collaborates with homeroom teachers to support the Lower School's reading program;
- Help facilitate research efforts in grades JK-4

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- A master's degree in library science or a related field is preferred;
- Experience with independent schools preferred;
- Proven success with students and faculty in a school library;
- Ability to integrate technology, innovative curricula, and best pedagogical practices;
- Understanding of the developmental needs of lower school students;
- Ability to differentiate instruction when necessary to reach all levels of learners;
- Collaborative spirit in developing curricula and teaching methods across all disciplines;
- Flexibility, optimism, creativity, high expectations, and a growth mindset;
- Proven positive working relationships with colleagues, students, and families;
- Proven organizational skills;
- Excellent communication skills, both written and oral.

ADDITIONAL RESPONSIBILITIES AS REQUIRED:

- Seek input from community members for resources to add to the library collection, both print and electronic;
- Keep up to date on LS curriculum and programs, refine lessons and library collection according to current curriculum and programs;
- Maintain the LS Library collection by recommending materials for purchase, weeding, and communicating with students and teachers about the materials they have checked out;
- Keep students, faculty, and parents abreast of new resources;
- Promote the ethical use of all resources;
- Assist in planning for and publicizing special library events such as author/illustrator visits, community literary events, reading incentive programs, book fairs, etc.;
- Create and maintain a nurturing and supportive learning environment within the physical Lower School Library space;
- Support educational technology goals, JK-4
- Train and supervise Lower School Library volunteers;
- Support Collegiate's mission by acting as a primary resource for materials related to global citizenship and character education;

- Support the school and its leadership;
- Perform other duties as assigned by the Head of School.

February 6, 2019