

Position Description
School Librarian
Saint John the Baptist Catholic School
Waunakee, Wisconsin

Purpose and Scope:

Under the supervision of the building principal, the School Librarian:

- Directs the school library and teaches Preschool through Six Grade students weekly. This is a .60% position.
- Oversees the selection, organization, utilization, and maintenance of library resources.

The school's library and information technology curriculum is based on that established by the Diocese of Madison.

Qualifications:

- A current State of Wisconsin Teaching License is required. Either an Initial (901) or Professional Library Media Specialist (902) License is preferred.
- Knowledge of current literature and professional trends in youth literature is required.
- Actively works at building a spirit of care, community and support by following and incorporating Catholic values and morals.
- Teaching/Library experience within a Catholic School setting is preferred.

Job Description:

A. Information Specialist: The library media specialist provides access to information and resources for all students, staff and community users. As information specialist the library media specialist:

1. Makes resources available to students and teachers through a systematically developed collection within the school and through access to resources outside the school.
2. Provides access to the library media center collection through the management of an accurate and efficient organization and retrieval system.
3. Assists students in identifying, locating and interpreting information housed in the library media center and helps students locate information outside the library media center.
4. Provides access to the library media center per established schedule.
5. Organizes and manages the library media facility in a manner that encourages access.
6. Informs teachers, students, parents and administrators of new materials, equipment and services that meet their information needs.
7. Manages selection and ordering of materials through a process that involves teachers, administrators, students and parents; administers budgets for library media resources.
8. Withdraws dated materials and orders replacements as needed
9. Communicates library media program needs to the administration.
10. Helps to coordinate an annual 'Book Fair'.

B. Instructional Consultant: The library media specialist acts as a consultant to coordinate student-learning experiences with school and outside resources. As instructional consultant the library media specialist:

1. Participates in grade-level and school curriculum development/assessment projects as requested by the building principal.
2. Offers assistance to teachers in the selection and purchase of instructional materials, and in the use of information resources.
3. Collaborating with other faculty members, plans and implements lessons which compliment subjects/skills being taught in each classroom.
4. Recommends student-level literature to teachers and encourages them to read to their classes as well as reading personally for an awareness of the literature available.

C. Teacher: The library media specialist is an integral part of the instructional team. She/he fosters a positive attitude toward the use and communication of information by students and teachers and creates an environment where literature and language is valued. As a teacher, the library media specialist:

1. Follows the school/diocesan library and information technology curriculum standards for each grade level, Preschool through Grade 6
2. Jointly plans, teaches and evaluates instruction.
3. Provides instruction to access information outside the library media center.
4. Uses a wide variety of teaching methods, media, and ways of communicating information to meet the instructional needs of all learners.
5. Encourages students to read for pleasure and motivates their reading through a variety of methods.
6. Participates in school and diocesan committees, training and other professional activities.
7. Performs other duties as assigned.

How to Apply:

Applicants should submit their application, credentials and references through WECAN (<http://services.education.wisc.edu/wecan/>)

Application deadline is Friday, May 14th.