

JOB DESCRIPTION
Middle School Librarian
Oregon Episcopal School

Qualifications

- Masters Degree in library science, or equivalent; and/or teaching degree with state school-library certification
- Ability to work effectively with Middle School students, faculty, and parents
- Knowledge of current library practices
- Knowledge of current reference resources, both print and electronic
- Ability to teach age- and grade-appropriate information-literacy skills
- Intellectual curiosity, willingness to learn, and broad academic interests

Responsibilities

- Introduce and/or reinforce information-literacy skills through library classes and both formal and informal research projects
- Provide reference assistance to students, faculty, staff, and parents
- Promote reading for pleasure and reading of young-adult literature through library classes, Drop Everything and Read (DEAR), Oregon Battle of the Books, Reading Team, reading challenges, and miscellaneous incentives.
- Maintain a welcoming, pleasant, and helpful environment in the library
- Work with Lower and Upper School librarians to establish common goals and to plan and coordinate school-wide library services
- Select, evaluate, and purchase materials to create a collection which serves the curricular needs, personal interests, and pleasure reading needs of the community
- Publicize the library – its services and collection – and promote the role of the library in the life and curriculum of the school
- Work with the tech-support staff to plan for and implement use of new and emerging information technology in the Middle School. Maintain library's virtual presence through library homepage, blogs and virtual author visits.
- Prepare, review, and administer the Middle School Library budget
- Supervise the MS Library assistant(s) and volunteers
- Advise in cataloging and processing; administer weeding
- Coordinate and schedule use of the library and its facilities
- Supervise the maintenance, tracking, and distribution of cameras (still and video) and e-reader devices used to support curriculum
- Collaborate with faculty on integration of information literacy instruction into the curriculum, and identify materials needed to support this integration
- Participate actively in the life of the school through attendance at meetings, involvement in activities, and interest in the school community
- Work with Friends of the OES Libraries on an ongoing basis to plan and present the all-school Book Fair, biennial Great OES Book Swap (GOBS), author visits, and miscellaneous reading promotion events
- Keep up with current practices and issues in librarianship and education through journal reading, membership in professional associations, and attendance at conferences and other professional-development activities
- Keep up with young-adult literature through constant reading

Supervision/Evaluation

The Middle School librarian reports to the Head of the Middle School and the chair of the all-school Library Department, and performs an annual evaluation of library assistant(s).