SCHOOL LIBRARIAN

Job Description:

A **School Librarian** is responsible for acquiring, organizing, managing and distributing library resources, and ensuring that library provision meets the needs of all its users. They maintain scholastic resources and manage curriculum resources at schools from Kindergarten to 12th grade. Librarians need to be people oriented and be able to adjust to meet the resource needs and abilities of the student or patron.

Job Responsibilities:

* Coordinate the library’s research assistance services
* Be available for research help
* Answer emails and other institutional communications in a timely manner
* In charge of scheduling and staffing for the information literacy program.
* Share in the workload with the other librarians for the program
* Subject librarian for the education, graduate education, music, psychology, and diversity programs (so research assistance, info lit, collection development).
* Manage the Curriculum Materials Collection
* Supervise student workers.
* Supervise the Information Commons and Classroom Managers
* Manage 2D & 3D printing services.
* Design and create social media posts and library graphics.
* selecting, developing, cataloguing and classifying library resources
* answering readers' and researchers’ inquiries
* using library systems and specialist computer applications
* management of staff, including recruitment, training and/or supervisory duties
* liaising with departmental school staff, external organizations and suppliers
* ensuring that library services meet the needs of particular groups of users (eg staff, postgraduate students, disabled students)
* managing budgets and resources
* supporting independent research and learning
* developing IT facilities
* assisting readers to use computer equipment, conduct literature searches etc
* promoting the library's resources to users

Job Qualifications:

* Masters in Library Science required
* Certification as a Public Library Administrator from the American Library Association
* Experience as a School Librarian

Opportunities as a librarian or are available for applicants without experience in which more than one librarian is needed in an area such that an experienced librarian will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Skilled in working with Microsoft Office
* Strong IT skills and familiarity with the use of databases and the internet
* Team oriented
* Leadership and management skills
* Ability to assess resources and library users' needs
* Professional presentation and verbal communication skills
* Subject-specific knowledge or expertise in a particular function