School: St. Monica
Job Title: Librarian
Subtitle:

Position Information

Reports To: Building Administrator
Supervises: Students during Library time
Terms of Employment: refer to benefit addendum
Hours of Employment: 15-20 hours per week
Monday through Friday afternoons with some morning work available.

Job Summary

School librarian is responsible for organizing and managing collections of journals, books, magazines, and other data resources and instilling a love for reading in St. Monica students. The librarian is also responsible for working with classroom teachers to organizing mini lessons, crafts and story time that support the classroom activities. The Librarian is also expected to foster activities for Reading Month in March.

Education, Experience, Skills Knowledge, Qualifications and Abilities

- Minimum high school diploma
- A passion for reading!
- Demonstrates the character qualities of enthusiasm, courtesy to students, parents and school staff, integrity, punctuality and flexibility
- Excellence in organization and attention to detail.

Performance Responsibilities

1. Recognize the role of parents as primarily responsible for their children’s education. Support parent decisions in their child’s overall school experience.
2. Refuse to use and/or circulate confidential information inappropriately.
4. Is knowledgeable of the school’s crisis management plans for tornado, fire, and intruder drills.
5. Effectively evaluates, communicates, and manages medical emergency issues according to school policy.
7. Disciplines with respect, according to school protocol. Communicates effectively and timely to administration regarding discipline issues.
8. Shows proof of current certification in CPR and First Aid training annually.
9. Complete VIRTUS training.
11. Perform other duties as assigned by building administrators.
**Equipment Used**

Follett Library System - Computer

**Physical Requirements and Work Environment**

Must be able to lift 30 pounds and be able to work on your feet regularly. May need to use a ladder/step stool to put books away.

**Evaluation**

Performance of this job will be evaluated in accordance with the provisions of Catholic Schools of Greater Kalamazoo. This will be completed on a quarterly basis.

Employee Signature:______________________________ Date:______________

Administrator/Director Signature:_________________________ Date:______________

*This job description is for informational purposes only and does not constitute an offer of employment*