LIBRARY MEDIA SPECIALIST

Holy Names High School is a small Catholic school for young women, is seeking a full time Librarian to join our amazing faculty for 2022-2023 school year. Holy Names High School serves a culturally, linguistically, and socioeconomically diverse student body. The Librarian creates welcoming flexible spaces where educators can work with students and where students collaborate and access information. Our faculty/staff share a genuine commitment to all young developing critical thinkers, skillful researchers, enthusiastic readers and has a desire to help students develop self-awareness and healthy decision-making skills. The Librarian reports directly to the Principal.

Job Summary:

- Develops and maintains collection of resources to align with the needs of students, teachers, adults and the curriculum.
- Collaborates with classroom teachers and parents to promote a love of literature.
- Implements information literacy standards as the basis for instruction in the library.
- Ensures resources in the library offer a broad range of viewpoints and reflect racial, ethnic, gender, cultural, language and religious diversity.
- Informs the learning community about developments in information literacy.
- Orient students to the purposes, organization, procedures and uses of the library.
- Teaches students and adults skills in research (to access, evaluate and effectively use information from the variety of print and digital resources), citation and information literacy.
- Evaluates, promote and uses existing and emerging technologies to support teaching and learning.
- Assists teachers in developing units of study to facilitate classroom research projects.
- Creates and maintains multicultural spaces that facilitate studying, researching, meeting, creating, collaborating and offer physical and virtual access points to all formats of information.
- Collaborates with the Director of Technology, administration and faculty in determining media and technology.
- Develops and revises procedures and policies for the selection, ordering, processing and cataloging of library materials and resources.
- Collaborates with Teachers and Administration on textbook selections and process for ordering.
- Lead and collaborate around student leadership activities.
Recommended Qualifications:

- High school diploma or equivalent qualification
- Bachelor’s degree in Library Science or enrolled in Teacher/School Librarian Program
- School library experience, or knowledge of school library best practices
- Basic IT skills and knowledge of library databases
- Ability to engage and connect with a diverse community of students and families
- Commitment to the mission of Holy Names High School
- Outstanding organizational and interpersonal communication skills
- Experience with restorative justice (RJ) or a willingness to learn RJ principles.
- A passion for learning and books

Salary is paid commensurate with experience and education.

Please send resume to ccatman@hnhsoakland.org