



**Saint Philip School
School Librarian
Job Description**

The Roman Catholic Diocese of Providence acknowledges that the Catholic School teacher is vital to the educational mission of the Church. The teacher not only stimulates the acquisition of knowledge and understanding, but serves as a consistent, joyful and living witness to the teachings of Christ.

Saint Philip School is looking for a creative and enthusiastic person to serve as the part time School Librarian . The Library program at Saint Philip School is a comprehensive program addressing and demonstrating the appropriate intellectual, social, emotional, and spiritual development of students. It promotes the development of literacy and research skills for all students with an emphasis on enrichment, individual work skills, and the importance of working together as a collaborative group.

This position requires but is not limited to the following duties:

- *Providing effective Library program of instruction for grades PreK through 8 based on the needs and capabilities of students.
- *Organizing and managing the collection and resources for maximum and effective use to include the implementation of a computerized collection database, processing of all new materials, and withdrawal of out of date materials.
- *Establishing and maintaining standards of student behavior for a productive learning environment.
- *Developing and maintaining a classroom environment appropriate for all learners, within the limits of available resources, and consistent with current best practices in education and literacy that promote a love of reading and lifelong learning.
- *Collaborating with the administration and other staff members toward the setting and planning of goals as appropriate for the improvement of instruction and integration of literacy across all content areas.
- *Preparing lesson plans consistent with Diocesan policy and our school mission which includes providing students with the opportunity to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information while providing authentic, real world opportunities to engage with information.
- *Overseeing and making recommendations to administration on the Library budget to support school-wide literacy goals.
- *Arranging for flexible scheduling of the school library to provide student accessibility to staff and resources at point of need.

- *Coordinating volunteers to support the organization and maintenance of the Library program.
- *Communicating and collaborating with parents, staff, and administration for optimal student progress.
- *Ensuring student understanding of internet safety, appropriate internet use, and digital citizenship along with instructing students in the proper use, care, and safe handling of equipment.
- *Taking all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- *Demonstrating commitment to remaining current in professional practices and developments, informational technologies, and educational research applicable to school library programs.
- *Maintaining records as required by law, Diocesan policy, and administrative guidelines, and collaborating with teachers on student progress.
- *Attending and participating in Faculty Meetings, Diocesan Meetings, Professional Development Days, Faculty Committees, etc.
- *Sponsoring student activities such as Battle of the Books, Reading Week, Scholastic Book Fairs, and possibly after school clubs such a book club, summer camp, etc.
- *Establishing relationships and networking with other libraries, librarians, and outside resources to partner with our school in providing students with literary and informational experiences.

Interested parties who possess a current teaching certificate or are eligible for a teaching certificate, should send all inquiries to the attention of Cynthia Senenko, Principal, at csenenko@stphilipschool.com or (401) 949-1130.