LIBRARIAN AND RESEARCH SPECIALIST

Notre Dame High School, a Catholic, college preparatory school in the Holy Cross tradition, educates the hearts and minds of students who are diverse in talent, ethnicity and society. As a faith community, Notre Dame strives to provide each student with a rich academic background, an appropriate sense of self, an opportunity for growth, a commitment to family, community, nation and world, and a respect for the spiritual dignity of all persons. Notre Dame faculty and staff are expected to be men and women of integrity and able to espouse Catholic, Holy Cross, and Notre Dame mission values that will set a positive example for all students.

BRIEF DESCRIPTION OF POSITION

The Librarian and Research Specialist is a 10-month, exempt position that reports to the Principal and Vice Principal of Instruction and Supervision. The Librarian and Research Specialist oversees the day-to-day operations of the Library and Resource Center, which includes managing a staff that consists of a Library Assistant and several part-time after-school supervisors. In addition to teaching research skills, the Librarian serves as a member of the Academic Council.

ROLES AND RESPONSIBILITIES

• Provide leadership and expertise to ensure the school library program is aligned with the mission and the goals of the school and is an integral part of the learning/instructional program.
• Create an environment conducive to active and participative learning, resource-based instructional practices, and collaboration with teaching staff.
• Empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.
• Evaluate, promote, and use existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and provide 24/7 access to library services.
• Work with teachers to implement instruction of research methods and skills, Modern Language Association (MLA) policies for citations and paper formatting, and NoodleTools navigation and access.
• Teach or willing to team-teach the CollegeBoard’s Advanced Placement (AP) Research course.
• Create LibGuide pages for assignments and projects per teacher requests.
• Manage approximately 14 databases, including user account management, payment and contracts, annual updates and migrations.
• Manage digital resources and online subscriptions.
• Manage the library’s annual budget and monthly expenditures.
• Manage the physical library collection, including inventory, weeding, and re-organization.
- Maintain content library pages, including NDHS website, Faculty Resources in Canvas, and Student Resources in Canvas.
- Provide student supervision during breaks, X-period, before school, and after school.
- Serve on the Academic Council with Department Chairs and Administrators.
- Maintain memberships in professional organizations and remain current in professional practices and developments, information technologies, and educational research.
- Supervise library and resource support staff.

**ESSENTIAL SKILLS AND ABILITIES**

- Master’s degree in Library and Information Studies or a related field required.
- Teaching credential, educational degree and teaching experience preferred.
- Minimum of 3 to 5 years of experience working as a high school librarian or research specialist.
- Experience as a leader with strong interpersonal skills and a proven record of collaboration and effective management.
- Excellent oral and written communication skills.
- Ability to relate to high school students and build positive relationships while maintaining healthy boundaries.
- High-level of familiarity and competence across cultures and multiple perspectives.

**TO APPLY:** Please email cover letter, NDHS employment application (available on our website), resume, and names of three references to jobs@ndhs.org.

**APPLICATION DEADLINE:** Open until the position is filled. The selected candidate must pass an employment background check and all required training and certifications.