

## **St. Christopher's School Job Description**

**Position Title:** Upper School Librarian

**Position Classification:** Full Time (10 months), Faculty, Salaried Exempt

**Hours:** The school day for Memorial Library is 7:45 a.m.-4:00 p.m. plus after school coaching/activity duty as assigned

**Reports to:** Head of Upper School and US Librarian

**Position Summary:** St. Christopher's School, the largest all-boys school in Virginia and one of the largest and oldest boys' schools in the Mid-Atlantic region, seeks an Assistant Librarian for our Upper School. Serving 960 boys in Grades JK-12 in Richmond, Virginia, St. Christopher's School is committed to cultivating a school community that is diverse, inclusive, and welcoming, and prides itself on bringing out the best in every boy. Our Episcopal foundation is at the center of what we do, and we care most about developing young men who possess honor and integrity. Our boys benefit from an education and curriculum that is focused on excellence in all forms, including academics, the arts, athletics, and service learning. The ideal candidate is a dynamic and collaborative educator who can help students and faculty achieve the School's academic mission through the various functions, services and opportunities provided through its Memorial Library.

### **Principal Responsibilities:**

- Maintain the print and digital library collections, including cataloging and processing, managing circulation and annual inventories, weeding, and cross-platform digital library resource integration and troubleshooting
- Manage multiple digital library services such as EBSCO Discovery service, Overdrive, Follett Library Manager, SpringShare, OpenAthens authentication, databases, streaming video, online periodicals, and other digital research interfaces to ensure consistent, seamless, and fully integrated access to digital tools and print resources
- Create library programming and service in collaboration with faculty, including 9<sup>th</sup> grade research and information literacy curriculum
- Design and implement library social media presence, internal and external web presence, and other means to promote an understanding and appreciation for library programs, services, and resources
- Supervise and maintain the library space and provide comprehensive reference services to students and faculty
- Instruct and support faculty and staff in the ethical use of information, library resources, and technology through professional development and individualized support
- Actively develop a robust school reading culture through regularly scheduled and boy-friendly book clubs, book talks, engaging displays, programming, and activities, etc.
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### **Additional Faculty Responsibilities:**

- Serve as an advisor (six to eight students) at the discretion of the Dean of Students and Head of the US
- Coach or lead a significant co-curricular activity
- Offer or assist with an X Term cohort (experiential learning program)
- Execute other duties (study halls, chaperoning dances, etc.) as assigned
- Participate in the life of the school through committee work and being a regular presence at major school events such as concerts, plays, athletic contests, and other events
- Communicate and interact with library faculty and staff from across the school in an appropriate and effective professional manner
- Communicate in a timely and efficient manner with parents, as appropriate
- Stay abreast of best practices for teaching boys

### **Key Qualifications:**

Candidates must

- Hold an MLIS or MLS from an ALA accredited program
- Be experienced with library management systems and discovery services
- Be proficient in HTML, CCS, and MARC 21 standards
- Be curious and capable in developing and implementing cross-platform digital and print library resources in accordance to user experience best practices
- Possess a love for reading and be able to engage boys in pursuing a lifelong love of reading

Candidates should

- Possess excellent problem solving, communication, analytic, and customer service skills
- Have a growth mindset, be creative and flexible, and demonstrate a sense of humor
- Have a focus on collaborating effectively with members of the Upper School faculty to achieve their class and departmental goals
- Enjoy working with young people, especially boys
- Be able to perform light physical duties including cleaning and dusting of library spaces and moving and shelving of books

**Additional Information:** Candidates interested in pursuing this position who are not using a teacher placement agency should send a cover letter, resume, and reference contact information to: [careers@stcva.org](mailto:careers@stcva.org). Please indicate “US Library” in subject heading of email.

Application deadline is open; the School will receive materials from candidates until the position is filled.

**School Website:** [www.stchristophers.com](http://www.stchristophers.com)

**School Information:** Established in 1911, [St. Christopher’s School](http://www.stchristophers.com), is a JK-12 all boys school in Richmond, VA. With over a century of rich history in the education of boys, St. Christopher's has the reputation as a national and international leader in the education of boys. Our work with the [International Boys’ Schools Coalition](http://www.internationalboyschoolscoalition.org) and our very own [Center for the Study of Boys](http://www.stchristophers.com/center-for-the-study-of-boys), support the [Second Century Vision](http://www.secondcenturyvision.org) which states that we will be a global leader in understanding boys, engaging and teaching them effectively, and developing in

them the strength of character, wisdom, and life skills required to succeed in college and to make a positive impact as leaders in a rapidly changing world. The School's single campus location consists of 43 contiguous acres and 23 buildings with over 300,000 square feet. St. Christopher's School does not discriminate in employment opportunities or practices on the basis of race, color, sex, national or ethnic origin, sexual orientation, or disability.