



Saint Louis Abbey and Saint Louis Priory School

Job Description

Position Title:	Head Librarian
Division:	Intellectual Formation
Department:	Library
Reports to:	Assistant Head of School for Intellectual Formation
Internal Classification:	10.5 Month Full-Time
FLSA Status:	Exempt
Revision Date:	April 2021

Purpose: The Librarian provides leadership, oversight, and guidance for all aspects of library operations, including budgeting, staffing, curation of library collections, and daily operations. The Librarian provides library services that support the school's mission and objectives and who seek out opportunities to enhance learning, support teachers, encourage collaboration across disciplines, and promote community. This position develops policies and procedures and partners with the administration and members of the faculty to develop new services and programming.

The following duties are regular tasks for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Essential Duties and Responsibilities

- Supports the mission of the Abbey of Saint Mary and Saint Louis / Saint Louis Priory School at all times: To provide a Benedictine, Catholic, college preparatory education of the highest excellence so as to help talented and motivated young men in grades 7-12 develop their full potential as children of God.
- Exhibits professional standards of attendance, punctuality, grooming, language, preparation, and relationship to students, parents, and colleagues as a member of a faith community in a positive manner.
- Exhibits a willingness and ability to abide by and keep abreast of all lawful by-laws, policies, practices, procedures, or rules of the Abbey and School as well as all applicable federal, state, and local regulations.

- Collaborates with colleagues to develop continually new ways to promote teaching and learning at Priory, particularly in areas of inquiry-based learning, research, and information literacy.
- Circulation Management
 - Oversees the day-to-day operations of library materials circulation.
 - Facilitates the timely return of library materials through generating the overdue reports, verifying the status of items listed on overdue reports, and communicating with patrons about outstanding items.
 - Ensures that circulation policies are followed.
- Collection Management
 - Maintains accurate and correct records in the integrated library system.
 - Responsible for library inventory.
 - Takes primary responsibility for the timely execution of the inventory.
 - Runs inventory reports.
 - Assesses, manages, and processes missing inventory.
 - Recommends the replacement of missing inventory when warranted.
- Oversees volunteers who catalog new acquisitions.
- Manages the day-to-day operations of the online resources collection.
 - Maintains the research guides available on the Libguide platform by checking regularly that all the information presented is still up to date and making suggestions for changes.
 - Manages the library's ebook collection by regularly updating and checking the ebook records.
 - Maintains the library's database A-Z list in order to provide 24/7 access to library services.
- Manages the Library's annual budget and develops and implements a plan to assess the impact of expenditures.
- Plans and works collaboratively with teachers to curate appropriate resources that address curricular needs and learning goals.
- Evaluates and directs resources to support opportunities for professional growth and development.
- Guides the school community in the safe, legal, and ethical use, creation, and sharing of information and knowledge products (copyright and other laws and guidelines)
- Implements, models, and guides staff and students in a rigorous inquiry-based process for teaching and learning, including the effective use of the library, its resources, and the current technologies necessary to access, evaluate, utilize, create, and share learning.
- Provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources in all formats (analog, digital, media, visual, etc.).

- Establishes and maintains a collection of resources appropriate to the curriculum, teaching styles and instructional strategies of the faculty with the goal of encouraging students to develop the knowledge, skills and confidence needed to navigate the abundance of information.
- Evaluates, promotes, and utilizes existing and emerging technologies to supplement school resources and provides 24/7 access to library services.
- Provides guidelines for and models friendly and attentive reference services that takes into account the diverse information needs and information-seeking behavior of students, faculty, and staff.
- Oversees all aspects of library technical services (e.g. the integrated library system, cataloging, etc.).
 - Stays informed about best practices, techniques and library policies
 - Determines the application of best practices according to the library's needs
 - Trains and supervises other librarians in the implementation of best practices
 - User management for the different library systems
 - Trouble shoots technical problems for all library systems
- The Librarian serves as a member of the Senior Thesis Committee and the Academic Council.

Skills, Competencies and Mindsets

- Facility with current and emerging technologies in library and school settings and comfort with learning new technological applications.
- Ability to work cooperatively with and in support of faculty, staff, administrators, and volunteers.
- Enthusiasm for and knowledge of young adult literature.
- Passion for serving students and promoting learning.
- Exhibits confidentiality in relation to students, parents and faculty.
- Understanding of and experience teaching information and digital literacies.
- Excellent interpersonal, leadership, mentoring, project planning, management, and organizational skills.
- Ability to manage budget

Supervisory Responsibilities

- This position does not serve as the direct supervisor for any employees but will coordinate a library volunteer program that includes recruitment, training, and supervision of library volunteers.

Minimum Qualifications

- Master's Degree in Library Science from an ALA-accredited institution.
- Five years of experience working as a librarian in an educational setting preferred.
- Successful completion of pre-employment and annual criminal background checks.
- Successful completion and maintenance of the Prevent and Protect STL Safe Environment training program.

Disclaimer: In compliance with the Americans with Disabilities Act, the Abbey of Saint Louis and Saint Mary / Saint Louis Priory School is committed to providing reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. To request a reasonable accommodation, please reach out to the Human Resources Coordinator.