



SAINTS JFX

St. Joseph Early Childhood
St. Francis Xavier K-8

The Schools of Saints Joseph and Francis Xavier, a Catholic 2 year old through 8th grade school with two campuses in Wilmette, has an immediate opening for a full-time school librarian for their St. Francis Campus beginning January 4, 2023. SSJFX is a vibrant school community with over 500 Kindergarten-8th students and has a school administration that places great value on a dynamic library program. There is a very healthy school library budget for materials with additional money for author visits. There is a 25 hour per week library paraprofessional in the library to support the work of the school librarian.

Letters of interest and resumes should be sent to Christine Elliott, School Principal at christineelliott@saintsjfx.org

JOB DESCRIPTION:

To partner with teaching staff in the development of student literacy through administration of the library media services program; to provide specialized instruction in the area of information literacy to students and staff, and to oversee the selection, organization, utilization, and maintenance of library media resources; to oversee library programming including author visits, book fairs, Illinois state readers choice book clubs and Battle of the Books.

PERFORMANCE RESPONSIBILITIES:

- Partner with teachers to enhance classroom learning by implementing measures to make the library a supportive element of the instructional program
- Regularly attends grade level or subject-specific PLC meetings
- Facilitate lessons
- Collaboratively administer library media budget for developing diversified collection of resources
- Organize library materials for efficient utilization and circulation
- Cultivate an inviting atmosphere of the library for classroom and personal reading, communication, and learning
- Coordinate logistics related to book fair or other library-related events
- Stay up-to-date with current trends in the field
- Coordinate and supervise the work of library media assistant

- Update and maintain Follett Destiny catalog
- Direct and assist in the creation and assembling of library displays
- Assist with the Technology Support Department to maintain best practices with regard to student device loaners
- Coordinate with basic technology troubleshooting for students
- Coordinates the check-in/check-out of foundational resource inventories
- Demonstrates accurate, up-to-date knowledge of content and Illinois State Standards
- Other duties as assigned

This job description is intended to describe the general nature and level of the work being performed by employees assigned to this position and is not an exhaustive list of all duties and responsibilities. The school reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

QUALIFICATIONS:

- Master's Degree in Library and Information Science or School Librarian Endorsement preferred
- Strong background in computer and information technology
- Teaching experience a plus

SALARY and BENEFITS:

- Salary Range based on experience and education
- Position follows the school calendar
- Medical & dental insurance
- Retirement benefits