



ST. ANNE SCHOOL

JOB DESCRIPTION

Literacy Development Teacher

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensures the health, safety, and welfare of all students
- Holds in strict confidence all matters pertaining to the school
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook
- Attends faculty, departmental, grade level, and administrative meetings as needed

DEFINITION:

The Literacy Development Teacher supports students in developing critical thinking skills and the ethical use of information. Through collaboration with classroom teachers, the Literacy Development teacher will create and deliver lessons that optimize students' understanding of grade-level academic standards. The Literacy Development Teacher guides students to read for understanding, breath, and pleasure while prioritizing knowledge, reflection, and connection.

DUTIES:

- Teaches weekly lessons to students in our Early Child Development Center and grades K-5
- Manages library budget, programming, and daily operations
- Maintains the library environment as an innovative, welcoming, and community-oriented space that is conducive to reading, studying, and researching
- Provides homework support after school for Daycare students until 4:30 pm (Monday-Thursday)
- Promotes new knowledge generation by providing innovative experiences using resources, information, ideas, and technology team
- Works with faculty to design and provide instruction and resources to support class projects and the development of students' literacy skills with a focus on academic standards
- Participates in relevant professional development to stay abreast of education best practices
- Catalogs, processes, and curates print, non-print, and electronic resources
- Collaborates with staff, technology department, and outside vendors to ensure the library website and catalog and other technology platforms are effective portals to library resources
- Manages, troubleshoots, and provides support for all online library and curriculum resources for students and faculty accounts

- Communicates policies, expectations, and procedures to parents and students through the school website (www.st-anne.org) and maintains discipline in the library and other campus areas through positive but clear discipline practices.
- Participates in the accreditation process of the school
- Provides lunch/playground/carpool supervision as assigned
- Participates in all regularly scheduled faculty, division, department, and grade-level team meetings as well as inservice presentations, professional development workshops, and required school activities as outlined in the Employee Agreement
- Adheres to a professional dress code as outlined in the employee handbook
- Arranges for a substitute teacher and provides meaningful lesson plans when absent
- Maintains a professional attitude with students, parents, and other staff members

QUALIFICATIONS:

- Candidate must have Bachelor's degree
- Candidate must also have experience working in a library or with reading instruction
- Knowledge of Library Automation System (Follett)
- Library Media Teacher Certification or degrees in library or information science is preferred
- Teaching credential is mandatory
- A minimum of two years of teaching experience is preferable

PREFERRED SKILLS:

- Use of Mac/PC Platforms
- Use of SMARTboard technology
- Practicing Catholic

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard library setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a library setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction

Hearing: Hear in the normal audio range with or without correction

Hours: Ten months, Salary Exempt employee
Required to be on campus 8:30 am–4:30 pm Monday through Friday

Reports to: Director of Curriculum and Instruction

This is a full-time exempt position. Full medical benefits and pension plan included. Salary range starting at \$52,000 to \$62,000 is commensurate with education and years of experience. Please

send a cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at hr@st-anne.org