



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 is responsible for the operation of the Library and the management of access, evaluation, and integration of information literacy skills into all areas of learning throughout the school. Responsibilities include, but are not limited to, the following:

DUTIES:

- Teaches weekly lessons to students in ECDC and grades K-5
- Directs library operations, including but not limited to the management of budget and facilities, programming and support, and supervision and evaluation of library staff
- Maintains the library as a space that is innovative, welcoming, and community oriented yet conducive to reading, studying, and researching
- Teaches learners to display curiosity and initiative when seeking information
- Promotes new knowledge generation by providing experiences to access resources, information, ideas, and technology to develop products that illustrate learning
- Guides learners throughout the inquiry process and provides opportunities for learners to share and reflect on learning
- Activates and models an inquiry-based process by leading students through research to create new knowledge and make real-world connections
- Works with faculty to design and provide instruction and resources to support class projects, information literacy and research methods, to develop efficient skills for finding appropriate resources

- Maintains and participates in relevant professional development to stay abreast of trends and knowledge pertaining to education, technology, information literacy, and innovative programs
- Oversees cataloging, processing of materials, and inventory of collections by reading widely, and collaborating with staff and faculty in acquisition and weeding of print, non-print, and electronic resources
- Provides homework support after school for Daycare students until 4:30 pm (Monday-Thursday)
- 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
- Responsible for managing, troubleshooting, and providing support for all online library and curriculum resources for students and faculty accounts
- Establish and work on yearly professional goals
- Ensure the health and safety of all students in the religion classes
- Ensure a positive environment where each student is encouraged to reach his/her potential and to take a risk
- Maintain discipline in the library and other areas through positive but clear discipline practices
- Maintain and communicate policies, expectations, and procedures to parents and students verbally through the website www.st-anne.org
- Contact administrations when social and academic problems arise
- Be responsible for the appearance of the library
- Provide lunch/playground/carpool supervision as assigned
- Be actively involved in the accreditation process of the school
- Attend and participate in all regularly scheduled all faculty, division, department, and grade level team meetings as well as inservices, professional development workshops, and required school functions
- Attend activities as designated by the school or outlined in the Employee Agreement
- Adhere to a professional dress code as outlined in the employee handbook
- Arrange for a substitute teacher and provide meaningful lesson plans in the event of your absence
- Maintain 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: Principal, Grades K-8

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