



POSITION TITLE: School Librarian (Pre-K- 8th Grade)

STATUS: Full-Time/Exempt – 10 months

We are seeking a passionate and dedicated Elementary School Librarian to inspire a love of reading, foster information literacy, and support student learning through dynamic library services. In this role, you will manage the school library's collection, facilitate engaging literacy programs, and integrate educational technology to enhance classroom instruction. Your enthusiasm for working with children and your organizational skills will help create a vibrant learning environment where students develop critical research skills, digital literacy, and a lifelong appreciation for books and learning. This paid position offers an exciting opportunity to contribute to students' academic growth and foster a culture of curiosity and discovery.

Responsibilities

- Manage and maintain the school library's collection through cataloging, inventory management, and digital resource organization using an integrated library system.
- Support classroom teachers by integrating learning technology and educational resources into lesson plans to promote literacy education and research skills.
- Assist students in developing effective research strategies, evaluating sources, and navigating digital resources to enhance their information literacy.
- Promote reading engagement through book recommendations, literacy programs, storytelling sessions, and special events aligned with curriculum goals.
- Oversee behavior management within the library space to ensure a safe, respectful, and conducive environment for all students.
- Collaborate with teachers to incorporate library activities into classroom instruction and support differentiated learning needs.
- Analyze student performance data related to literacy and research skills to tailor library programs that meet diverse student needs while ensuring compliance with educational regulations and school policies.

Qualifications

- Proven experience working with children in an educational setting, preferably as a librarian or in classroom teaching roles involving literacy education.
- Strong knowledge of library services, cataloging procedures, digital resource management, and integrated library systems.
- Excellent writing skills for creating engaging instructional materials, reports, and communication with students, staff, and parents.
- Familiarity with educational technology integration tools such as learning management systems (LMS), e-books, and research databases.
- Demonstrated ability to manage classroom behavior effectively while fostering a positive learning environment.

- Knowledge of educational compliance standards, school policies related to library operations, and behavior management strategies.
- Strong organizational skills with the ability to multitask efficiently in a fast-paced school environment.
- Effective communication skills to collaborate with teachers, administrators, students, and parents on literacy initiatives and resource needs.

Join us as an Elementary School Librarian where your energy fuels young minds' curiosity! Bring your expertise in library services, passion for working with children, and innovative approach to integrating technology — all aimed at empowering students' academic success while nurturing their love of reading!

10 Month Contract August-June: exempt status, salary range: \$50,000 – 55,000

POSITION SCOPE AND ACCOUNTABILITY: Elementary, School Principal and Vice Principal

SPECIAL REQUIREMENTS: Fulfill new hire requirements: Live Scan clearance, Safe Environment class; Sexual Harassment Prevention Training, Cal-OSHA Safety Training, Mandated reporter clearance; TB clearance; Hepatitis B shots/waiver and all required forms signed.

Submit cover letter and resume to Sister Cecilia Duran, ODN, School Principal, email **sreduran@sjdlschool.com**

Please ensure to copy Allison Spillman, Vice Principal email: **spillmana@sjdlschool.com**

Open until filled.