

**QUINCY PUBLIC SCHOOLS
QUINCY MASSACHUSETTS**

JOB DESCRIPTION

POSITION: High School Librarian

START DATE: March 1, 2022

REPORTS TO: Building Principal and Curriculum Director

GENERAL DUTIES: The Librarian is responsible for directing students to be effective users of ideas and information, empowering them to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. Instilling a love of learning in all students and ensuring equitable access to information is a priority for this position. The Librarian will collaborate with teachers and specialists to a) design and implement lessons, units, and performance tasks, b) assess student learning and instructional effectiveness, and c) provide leadership and expertise necessary to ensure the school library program is aligned with the mission, goals and objectives of the district. Students' interaction with the library is an integral component of the academic learning and instructional programming of the school. The library is an extension of the classroom and the school, therefore the librarian would be a valuable partner to both academic classroom and program educators.

RESPONSIBILITIES (included but not limited to)

Leadership:

- Creates and implements a vision for the Library, that ensures personnel and staff are actively engaged in the library and its resources.
- Develops and maintains a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community.
- Manages day-to-day library activity and book management of digital and print collections.
- Utilizes the Destiny Library Management System in order to maintain a comprehensive and efficient system for cataloging all library materials and inventory.
- Assists in planning relevant library professional development opportunities for teachers and staff, aligned to the School Improvement Plan.
- Partners with the school system and community libraries on projects and initiatives.
- Shares with the learning community up-to-date district policies concerning such issues as material selection, circulation, reconsideration of materials, copyright, privacy, and acceptable use.
- Works with the Principal to design a schedule that allows the library and its resources to be available to students before and after school.
- Remains current in professional practices and developments, information technologies, and educational research applicable to school library programs.

Instructional:

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- Plans and delivers high quality, culturally responsive lessons aligned to the CCRS, ISTE, and AASL Standards, through direct instruction and collaboration.
- Participates in the curriculum development process to ensure that the curriculum includes the full range of literacy skills (information, media, visual, digital, and technology literacy) necessary to meet content standards and to develop lifelong learners.
- Designs the library space to support and encourage collaboration and inquiry among students.
- Responsive to students' interests and needs in order to support independent learning.
- Works as part of a district team to evaluate and integrate library/media resources with grade level curriculum content.
- Evaluates, selects, and orders new library materials, including audio-visual materials, digital text, hardware, and software.
- Collaborates with teachers and students to design engaging inquiry learning experiences and assessments that incorporate multiple literacies (including information literacy) and foster critical thinking.
- Meets the developmental learning needs of high school learners.
- Assists teachers in the research and selection of novels and other instructional materials to use in the classroom.
- Establishes library procedures and maintains behavioral standards for patrons.
- Develops, promotes and schedules library programs, routines, and group usage;
- Works with administration to procure relevant materials necessary to maintain a current collection and to assist in the preparation of summer reading lists.
- Remains current with professional learning and developments in library sciences, technology and instruction.
- Performs other duties as directed by the Principal, Curriculum Director or their designee.

QUALIFICATIONS:

1. Hold or be eligible for a Massachusetts Department of Elementary and Secondary Education Library License, required.
2. A graduate degree in school library science, instructional technology or related field, preferred.
3. Successful experience as a school librarian and/or information technology specialist, preferably at the secondary school level, preferred.
4. Strong written and verbal communication skills.
5. Demonstrated ability to perform the responsibilities below as evidenced by course work, educational experience and/or system-wide professional activities, and the interview process.

Salary: Based on QEA Unit A Salary Schedule

Application Process:

Please send or email a letter of interest and resume addressed to:

Ms. Allison Cox, Director of Human Resources and Educator Development
34 Coddington Street
Quincy, MA 02169 email: application@quincypublicschools.com

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Quincy Public Schools strives to create an inclusive and racially affirming environment that welcomes and values the diversity of our staff and students. We foster fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity. Join the team and be part of a dynamic multicultural community. Thank you for your interest in joining our professional team.