



## JOB DESCRIPTION FOR GRAMMAR SCHOOL LIBRARIAN 2022-2023

**CLASSIFICATION:** Exempt

**REPORTS TO:** Grammar School Headmaster

**DATE:** December 16, 2021

### **Purpose**

The purpose of this position is to administer and manage the Grammar School library program. The primary focus is to encourage the love of learning and reading in elementary-aged children (Kindergarten Prep through 5<sup>th</sup> grade) using classical methods and a biblical worldview.

### **Summary**

The Grammar School (GS) Librarian plans, develops and maintains the library, including collection development and maintenance, annual library events and training of library volunteers. The Librarian uses methods consistent with the first stage of the classical approach to learning known as the *trivium*, so students develop a love for God's created order as they discover the truth, goodness and beauty of His world through literature. This position works closely with GS faculty to ensure the library program is aligned with the GS curriculum and developmental age of the students. All this is done to support a love for learning and passion for reading, whether for understanding, pleasure or exploration of God's creation. The GS Librarian seeks to create an environment conducive to learning by establishing and articulating standards of student behavior. The GS Librarian leads, instructs, disciplines and mentors students in a manner consistent with the School's Statement of Faith and the Portrait of a Geneva Teacher, and seeks to partner with parents in the education and spiritual development of their children. The GS Librarian partners collegially with other School employees and will actively pursue professional development.

### **Supervision Received and Exercised**

The GS Librarian receives direction from the GS Headmaster. The GS Librarian must exercise judgment that is in keeping with the School's philosophy of education, beliefs and values, and with the approved library collection. The GS Headmaster or designee will offer instruction, advice, direction and mentoring. The work is reviewed regularly and consistently.

The GS Librarian exercises functional supervision over students and library environment.

### **Work Schedule**

This is a full-time, 30-hours per week position. The workday schedule may vary depending on class schedules and special library events but will typically be four days a week for nine months and two to three days per month during the summer. However, as an exempt employee, the employee is expected to work beyond the workday to perform duties outlined in the job description and as assigned. There is a **mandatory** faculty meeting once a week from 3:50 p.m. to 5:00 p.m.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions	Percentage of Time Spent
<p><b>Spiritual Leadership</b></p> <ul style="list-style-type: none"> <li>• Study the Bible, God’s only written Word</li> <li>• Skillfully articulate the personal/ethical implications of a lifelong faith commitment</li> <li>• Measure knowledge against the standard of God’s revealed truth in Scripture</li> <li>• Actively participate in the explicitly religious components of the student and community programs</li> <li>• Demonstrate an overt commitment to the life of a church and its core traditions</li> <li>• Respect the School’s Christian mission and values, and aid students in Christian formation by exemplifying Christian living, both in and out of the classroom</li> <li>• Be a positive role model for students by supporting the School’s Statement of Faith and exemplifying the Portrait of a Geneva Teacher</li> <li>• Perform duties as a minister and steward of the Christian faith</li> </ul>	<p>These job functions are performed concurrently with those listed below.</p>
<p><b>Library Administration</b></p> <ul style="list-style-type: none"> <li>• Plan, develop and administer the library program</li> <li>• Administer the library budget</li> <li>• Carry out all aspects of collection development and maintenance:               <ul style="list-style-type: none"> <li>• Obtain approval of Grammar School Headmaster for all additions and deletions from the library collection</li> <li>• Research new books and materials by reading new books, book reviews, publishers’ announcements and catalogs</li> <li>• Evaluate, select and requisition new materials for the library relying on knowledge and understanding of quality classical and Christian literature</li> <li>• Catalogue, process and administer weeding and inventory of the collection</li> <li>• Maintain online catalog and automated circulation system such that the collection and its usage is accurately reflected</li> <li>• Instruct teachers and students on the use of the circulation system</li> </ul> </li> <li>• Arrange frequently changing book-related displays and exhibits likely to interest the students and teachers</li> <li>• Plan, oversee, administer and promote annual library events and school assemblies</li> <li>• Supervise all activity that takes place in the library</li> <li>• Coordinate and schedule use of the library and its facilities for meetings, classes, book fair, author visits and other events</li> <li>• Publicize the library and promote the role of the library in the life and curriculum of the School</li> <li>• Select, train and supervise library volunteer staff</li> </ul>	<p>25%</p>

Essential Job Functions	Percentage of Time Spent
<p><b>Planning and Preparation</b></p> <ul style="list-style-type: none"> <li>• Demonstrate understanding of pedagogical knowledge, skills and objectives in a classical, Christian school</li> <li>• Demonstrate knowledge and understanding of how students learn to read (developmental knowledge)</li> <li>• Design a library environment that follows the classical methodology with a biblical worldview</li> <li>• Create and maintain a school library that is inviting, safe, flexible and conducive to learning</li> <li>• Research and coordinate with teachers the library instruction to integrate with the classroom curriculum</li> <li>• Work with grade-level team to ensure student learning activities are developmentally, instructionally and cultural consistent with classroom experience</li> <li>• Assist teachers in the selection of books and other instructional materials</li> <li>• Make library materials available to supplement the instructional program</li> <li>• Plan and teach lessons encompassing different types of information literacy with a focus on reading</li> </ul>	15%
<p><b>Student Engagement</b></p> <ul style="list-style-type: none"> <li>• Teach scheduled library classes with the intent to instill a love for learning and a passion for reading</li> <li>• Provide library activities which extend and enrich the curriculum and which encourage independent, life-long learning</li> <li>• Deliberately articulate concepts that interrelated, as parts of God’s integrated universe</li> <li>• Support classroom learning by guiding students in reading for understanding, pleasure and the exploration of diverse viewpoints and genres</li> <li>• Provide reference assistance to students, faculty and parents</li> </ul>	40%

Essential Job Functions	Percentage of Time Spent
<p><b>Library Management</b></p> <ul style="list-style-type: none"> <li>• Understand, embrace, interpret and apply Geneva School policies, procedures, and regulations affecting School operations and programs in accordance with the Grammar School culture</li> <li>• Establish, articulate and maintain standards of student behavior to achieve a library climate conducive to learning and respect</li> <li>• Create library environment which supports learning and is appropriate for the physical, social and emotional development of students</li> <li>• Maintain a safe, organized, clean and stimulating environment in the classroom</li> <li>• Manage student behavior in accordance with Grammar School Handbook and culture</li> <li>• Take all necessary and reasonable precautions to protect students, equipment, materials and facilities</li> <li>• Compile, maintain and file all reports, records and other documents required</li> <li>• Know and understand safety procedures including training in first aid and CPR; to be maintained every two years</li> </ul>	10%
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Establish meaningful emotional/psychological engagement with students</li> <li>• Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community</li> <li>• Maintain godly relationships with parents, other staff members and the community</li> <li>• Communicate professionally and timely in emails and phone conversations with parents at all times, in accordance with the GSB Employee Handbook protocol</li> <li>• Establish and post before/after school library hours for students and parents</li> </ul>	10%
<p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>• Demonstrate commitment and loyalty to the School and the teaching profession through speech, punctuality, dress, attitude, and attention to duties</li> <li>• Present a consistent, predictable and reliable demeanor to students</li> <li>• Collaborate with staff, co-workers, and administration in a cooperative, professional atmosphere</li> <li>• Accept constructive feedback to affect personal and professional growth</li> <li>• Develop and maintain professional competence and continuous improvement through active participation in professional development activities and/or professional organizations</li> <li>• Attend and participate in faculty meetings and staff development activities, as required</li> <li>• Comply with the policies in the Geneva School Employee Handbook</li> <li>• Perform other duties as assigned</li> </ul>	These job functions are performed concurrently with those listed above.

### **Essential Requirements**

- A disciple of Jesus Christ and as such, one who models a love for God through obedience to His Word; such obedience is evidenced through convictions, lifestyle and worldview
- A full and unreserved supporter of the School's Statement of Faith
- An experienced teacher or school librarian with a love for children, learning and reading
- Knowledge of library techniques, processes and reference resources
- A holder of a Bachelor's degree or its equivalent

### **Required Abilities**

- Demonstrate excellent reading and literary interpretation skills
- Exhibit consistent Christian maturity
- Exercise wisdom, diplomacy and integrity while maintaining a high level of professionalism
- Communicate clearly and effectively, both orally and in writing
- Apply behavioral and academic standards justly with patience and consistency
- Demonstrate commitment to the well-being of others
- Maintain highest level of confidentiality in all matters relating to students, families and fellow employees
- Take independent action where required and handle unique problems
- Multi-task with the ability to adapt quickly to changing situations
- Understand, interpret and apply Geneva School policies, procedures, and regulations affecting School operations and programs
- Make decisions in emergency situations with or without the input of the GS Headmaster

### **Required Technical Abilities**

- Proficient in MS Word and Outlook
- Type at a speed necessary for successful job performance
- Capacity and willingness to learn ParentSquare and RenWeb

### **Preferred Experience and Abilities**

- Knowledge of and experience with the philosophy of classical Christian education
- Five years teaching/school librarian experience in an educational setting
- State issued Teacher's Certification
- Experience with Book System, Inc. Atrium library management system

### **Work Environment**

- Library on open school campus

### **Physical and Mental Requirements**

- Regular walking with ability to observe all students movements in the classroom, on the playground, and other campus locations
- Close visual acuity for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing: ability to perceive sounds at normal speaking levels with or without correction
- Speaking: expressing ideas by means of the spoken word to convey instructions to students, parents and other employees
- Occasional lifting of up to 40 pounds
- Ability to access other school classrooms and offices on campus
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting as needed for monitoring students and maintaining classroom
- Maintain emotional control under stress; work prolonged or irregular hours

*This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*