

# Secondary Librarian

## Brentwood Christian School

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**REPORTS TO:** Secondary Principal  
**CLASSIFICATION:** Full-Time; Exempt; Year Round

**SUMMARY:** Supervise and maintain the Secondary library by providing leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information.

### **RESPONSIBILITIES:**

- Develop and maintain the Secondary library with a collection of resources appropriate to the curriculum, the learners and the instructional strategies used within the school
- Mentor and train students and faculty to be effective users of ideas and information
- Empower students to be critical thinkers, enthusiastic readers, skillful researchers and ethical users of information
- Develop a strategic plan for continuous improvement of resources and technology and maintenance of accreditation status benchmarks. Collaborate with teachers to ensure adequate resources to meet curricular needs.
- Establish policies and procedures that emphasize a Christ centered learning environment and ensure appropriate use of library resources
- Evaluate and implement technology as it applies to Secondary age students. Working closely with IT to implement new software/hardware and maintain student desktops, laptops and circulation systems
- Administer special programs and fundraising activities such as Lamplighter, Accelerated Reader and annual book fair
- Prepare and administer Secondary library program budget
- Ensure compliance with state and federal laws as they relate to publications and intellectual property
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

### **QUALIFICATIONS:**

- Must have a Master's degree in library sciences
- Must have a valid librarian certification
- Must have 3+ years managing a library in an educational environment; preferably in a high school
- Must be an active member of a Church of Christ congregation

### **SPECIAL KNOWLEDGE/SKILLS:**

- Strong interpersonal and customer service skills
- Effective written and verbal communication skills

- Proficiency with Microsoft Office Suite and other educational software
- Excellent attention to detail and strong organizational skills

**PHYSICAL REQUIREMENTS:**

- Must be able to lift up to 25 pounds
- Must be able to sit for extended periods of time
- Must be able to crouch, kneel, bend and stoop