

Christ Presbyterian Academy Job Description  
Librarian

**POSITION PURPOSE: School Librarian**

**POSITION HELD BY: Vacant**

**SUPERVISES: Support Staff and Volunteers**

**DIRECT REPORT: Principal**

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**POSITION OUTCOMES/EXPECTATIONS:**

**I. Instructional Partner**

As an instructional partner the school librarian works with teachers and other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources. The school librarian demonstrates his or her role as an essential and equal partner in the instructional process by:

- Participating in the curriculum development process to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop 21<sup>st</sup> century learners
- Collaborating with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking
- Implementing collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities
- Joining with teachers and others to plan and implement meaningful experiences that will promote a love of reading and lifelong learning

**II. Teacher**

As a teacher, the school librarian empowers students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. The school librarian supports students' success by guiding them in:

- Reading for understanding, for exposure of diversity of viewpoints and genres, and for pleasure
- Building on prior knowledge and constructing new knowledge
- Working with peers in successful collaboration for learning
- Constructively assessing their own learning and the work of their peers

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- Understanding and employing copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same
- Recognizing the Christian worldview in all areas of learning
- Embracing innovative and learner-appropriate uses of technology to engage students and improve learning

The school librarian works on behalf of students by:

- Genuinely enjoys interacting with and engaging in the lives of students
- Providing and planning professional development opportunities within the school and district for and with all staff
- Taking responsibility for students who are not succeeding and gives extra help
- Frequently checking for understanding and giving students helpful feedback
- Modeling effective strategies for developing multiple literacies
- Motivating and guiding students to appreciate literature and reading
- Collaborating with teachers and other colleagues to design, teach, and assess learning experiences that incorporate inquiry learning, information literacies in their formats, critical thinking and self-assessment
- Evaluating and purchasing educational databases and library software and regularly teaching students to use online resources

### **III. Program Administrator**

As program administrator, the school librarian works collaboratively with members of the learning community to define the policies of the school library program, and to guide and direct all activities related to it. The school librarian maximizes the efficiency and effectiveness of the school library program by:

- Using strategic planning for the continuous improvement of the program
- Ensuring that school library program goals and objectives are aligned with the school's long-range strategic plans
- Remaining current in professional practices and developments, information technologies, and educational research applicable to school library programs
- Networking with other libraries, librarians, and agencies to provide access to resources outside the school

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- Generating evidence in practice that demonstrates efficacy and relevance of the school library instructional program
- Administering the school library program budget to support specific program goals
- Establishing processes and procedures for evaluating, selecting, acquiring, and circulating resources that are appropriate to the curriculum, the learners, and instructional strategies of the school community
- Creating and maintaining in the school library space a teaching and learning environment that is inviting, creative, flexible, and conducive to student learning
- Evaluates, promotes and uses existing and emerging technologies to support teaching and learning within the context of the library
- Supervising and evaluating support staff

**IV. Professional**

As a professional in the CPA learning community, the school librarian exemplifies the a positive attitude, a professional demeanor, and spirit of collaboration in:

- Engaging as a community member always seeking to promote the mission, vision and values of the Academy
- Maintaining appropriate boundaries, and performing all faculty-related duties with enthusiasm and diligence
- Maintaining active memberships in professional associations
- Cooperating and networking with other libraries/agencies and professional associates
- Serving on decision making teams regarding school improvement and accreditation activities
- Cooperating with all in-school systems of organization (i.e. use of test calendar, Moodle, PowerSchool, Atlas, announcements, attendance, etc.)
- Utilizes the Christian worldview in all areas of teaching and administration

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**QUALIFICATIONS AND REQUIREMENTS**

**I. Education, Certifications, and Experience:**

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- Bachelor's Degree in Library Science required
- Master's Degree in Library Science preferred
- Five years experience in a school library highly preferred
- Experience in a role of leadership and innovation highly valued
- A willingness to share Christian testimony and instruct others in the faith

II. Technical Competencies and Skill:

- Possesses strong oral and written communication skills
- Works independently with little direct supervision
- Works effectively as part of a team
- Demonstrates strong work ethic to achieve Academy goals
- Displays effective multi-tasking and time management skills
- Utilizes all required and recommended CPA computer applications (Word, Excel, PowerPoint/Keynote, email, PowerSchool, Atlas, and Moodle)

III. Requirement:

- All employees must commit to performing their duties in accordance with the stated mission and purpose of the school, CPA Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of an evangelical Christian church.

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All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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**SIGNATURES AND APPROVALS**

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Employee Signature

Date

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Administrator Signature

Date