



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY *of* SCHOOLS

Job Title: Elementary Librarian

Department: Campus Services

Appointment: Part Time (20 hours per week)

Contract Period: Interim 2024-2025 School Year

Reports to: Director of Library Services

Job Summary: The ideal candidate will support our school's mission, goals, and vision; value community; bring a spirit of enthusiasm and energy, and be willing to take thoughtful initiative in a collaborative setting. We are looking for applicants who are independent, creative, and who can design and develop library programs that inspire curiosity, inquiry, and a life-long love of reading.

Essential Duties and Responsibilities:

- Support the mission of the school and the Dominican Charisms.
- Implement a comprehensive information literacy curriculum in the Middle School
- Empower students to be critical thinkers, enthusiastic readers and skillful researchers
- Support and participate in a professional learning community
- Create a joyful, vibrant, and welcoming environment
- Design and teach integrated research skills and provide reading support for grades 4-6
- Collaborate with teachers in grades 4-6 to teach project-based research skills and develop curriculum using 21st century skills that incorporate the use of information literacy and technology
- Work with the Library Director, Deans, and Educators to align existing resources and practices with curriculum
- Understand the needs of and enjoy working with adolescents
- Promote a lifelong love of reading and a robust reading culture through regularly scheduled book clubs, book talks, mock Newbery Awards, displays, etc.
- Empower students to be critical thinkers, enthusiastic readers and skillful researchers
- Develop and maintain Middle School library curriculum, scope and sequence
- Oversee the maintenance of the Middle School library's collection (print and online), including circulation, collection development, inventory, and evaluation
- Play an active role in special events such as book fairs and author visits
- Assist with supervisory tasks, library monitoring and other duties as assigned

The ideal candidate will have:

- A master's degree in Library Science or equivalent and 3-5 years of experience working with elementary and middle school students..
- Flexibility, curiosity, enthusiasm, and an extensive knowledge of young adult literature
- Strong knowledge of content area, teaching methods, learning styles and educational research related to Middle School learners and readers
- An understanding of the scope and the sequence of library and information literacy curriculum
- Excellent communication skills, including the ability to proactively collaborate with students, faculty, and parents
- Have a moderate to advanced level of comfort with the use of technology including hardware and software applications used in the school and Mac OS and iOS operating systems.
- Be current in their knowledge of the latest technologies and curriculum trends and work collaboratively with teachers to implement new initiatives
- Possess the ability to create a class environment in which students feel safe, supported, and challenged to engage deeply in meaningful work
- Have a strong sense of personal accountability for student engagement
- Maintain a commitment to being a thoughtful and reflective practitioner
- Welcome feedback and make continual adjustments in teaching practices
- Show a commitment to continued professional development and a growth mindset

Click [HERE](#) to submit an application and upload a resume and cover letter.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.

St. Agnes Academy-St. Dominic School is a Catholic, independent school in Memphis, Tennessee, inspired by the Dominican Pillars of Study, Prayer, Community, and Service. We prioritize all relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students - mind, body, and spirit - in a supportive, faith-filled environment.