



# EASTSIDE CATHOLIC

## LIBRARIAN

**Reports to:** High School and Middle School Principals  
**FLSA Status:** Exempt  
**Salary Range:** \$53,000-\$110,923

**Supervises:** N/A  
**FTE:** 1.0

### WHO WE ARE

Eastside Catholic School is an educational community of faith, guided by Catholic tradition and teachings, where students in grades six through twelve learn to integrate their thinking and believing in ways that encourage intellectual excellence, nurture relationships and inspire a life of leadership and service to others. Founded by parents in 1980, the school is governed by an elected board of trustees. It is the only seven-year, co-educational Catholic school on the Eastside, and offers a comprehensive college preparatory curriculum.

Eastside Catholic School focuses on recruiting and retaining high-quality employees by offering extensive professional development opportunities, salaries that are competitive with local districts and market rates and a close-knit, supportive community in an extraordinary work environment. Eastside Catholic provides paid medical, dental, vision, long-term disability and life insurance for employees, a 401k match, free parking and lunch on most school days. Staff employees are afforded accrued vacation and sick leave and most school holidays.

### JOB SUMMARY

Eastside Catholic is seeking a Librarian to lead and further develop the school library program in alignment with the school's Mission and Touchstones. The Librarian reports to High School and Middle School Principals. The position will begin in mid-August 2024.

### SPECIFIC RESPONSIBILITIES

#### *Instruction and Technology*

- Teach students to be critical consumers and producers of information
- Collaborate with faculty to develop student research projects and teach classes on information literacy
- Coach faculty, staff and students on the use of library and technology resources
- Explore and promote opportunities to integrate new technology into the curriculum
- Provide leadership in the development and implementation of technology, information literacy, and research initiatives
- Teach students to be safe, ethical and responsible digital citizens
- Conduct library orientation and workshops for faculty and students
- Provide instructional technology training for students, faculty and staff

#### *Collection Development and Reading Advocacy*

- Manage resources to support curriculum and student learning
- Develop a relevant collection of non-fiction and fiction to ensure quality reading choices for all students

*This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

- Select and acquire library materials with recommendations from faculty including books and e-books, print and electronic periodicals and online databases
- Promote a culture of reading and intellectual curiosity within the school community
- Motivate students to read for pleasure

#### *Library Administration*

- Ensure smooth daily operation of the library
- Cultivate a library atmosphere that is conducive to study and welcoming to all
- Manage the library budget and vendor accounts
- Develop, maintain and communicate library policies
- Create and maintain digital access to the library resources
- Recruit, train and supervise library volunteers
- Collaborate with after-school study supervisors

#### *Other*

- Lead and advise student clubs, activities groups and competitions including Battle of the Books
- Supervise a Tutorial period
- This position may also lead a Mentor group
- Attend school events as required
- Supervise students with free periods
- Partner with Seattle Archdiocese librarians on events like Battle of the Books

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- A genuine commitment to Catholic education
- A demonstrated commitment to diversity, equity and inclusion
- Exceptional interpersonal skills and an ability to collaborate effectively
- Excellent written and oral communication skills

#### **EDUCATION AND EXPERIENCE**

- MLIS (Master of Library Information Science) required
- Teacher librarian credential or teaching credential preferred
- Strong knowledge of, and comfort with, educational technology including, but not limited to, OPAC software, library databases and Microsoft Office Suite

Please send a cover letter and resume directly to [employment@eastsidecatholic.org](mailto:employment@eastsidecatholic.org).

*This description is intended to describe the general content of and requirements for the performance of this position.  
It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*