Job Description School Librarian

General Description of Post:
Teach library classes within the framework of the Waldorf School of Baltimore's philosophy and curriculum. Collaborate with class teachers as a partner in the educational process. Work to promote a love of reading and lifelong learning. Develop and maintain resources appropriate to the curriculum, students, and philosophy of Waldorf education. Establish procedures for selection, acquisition, and circulation of materials. Promote the ethical use of information.

Philosophy:
The library has an automated and traditional card catalog. Students are taught to search for books using the card catalogue in order to learn the underlying organization and relationships of the catalog and collection. Learning to decode a catalog entry, distinguish a subject from a title, and use the entry to find the book on the shelf are basic tools of library use and transferable to any library and catalog. The Librarian uses databases when needed to supply information for students and teachers, and introduces data base searches to middle school students.

Authority:
The librarian has the authority to:
- Carry out the responsibilities of the position as described.
- Inform the Director of Academics of problems and issues which may interfere with the ability to carry out those responsibilities.

Responsibility:
The librarian is responsible for:
Instructional Environment
- Planning all library classes and routines.
- Planning, teaching, and reinforcing instruction to ensure that students are effective users of information.
- Assisting teachers in promoting reading and provide reading experience for students.
- Assisting teachers with identifying high quality, appropriate online research data bases and sources for student research.
- Preparing and maintaining the library: room, collection, and records, including circulation statistics and attendance.
- Maintaining a clean, orderly, and attractive room.
- Selection, acquisition, and circulation of materials in the collection.
- Identification and removal of out-of-date materials from the collection.
- Maintaining the library catalog.
- Managing the cost center budget and ensuring equipment and resources are maintained.

Home / School
- Communicating with parents when students have books outstanding or for other needed reasons.

Curriculum

- Working with the Director of Academics or others to continue developing the library curriculum.
- Integrating the library curriculum with the school curriculum.
- Attending/being fully engaged in training and development opportunities as directed and appropriate.

Teachers/Staff/Administration
- Attending appropriate, regularly-scheduled faculty/staff meetings and other community events, such as admissions and outreach activities.
- Familiarizing and/or deepening understanding of the Waldorf program and philosophy.
- Actively participating in faculty studies.
- May serve as a representative on school committees.
- Covering recess, acting as substitute, and other duties as required.

Personal qualities, knowledge, and skills needed:
- Library degree or commensurate experience.
- Knowledge and understanding of libraries: collection development, organization—especially the Dewey Decimal System—and circulation.
- Knowledge and understanding of current online informational and assistive technology
- Teaching experience desirable.
- Knowledge of Waldorf education in general and Waldorf School of Baltimore in particular.
- Flexibility, stamina, creativity, self-awareness and a sense of humor.
- Willingness and ability to establish and maintain professional collegial relationships in a mutually respectful fashion with teaching faculty, staff, and administration.

Belongs to:
Teaching Faculty; attends Elementary and Full Faculty Meetings.

Accountability (supported by and reports to):
This position reports to and receives support from the Director of Academics or delegated others as specified.