



TERRA CEIA
CHRISTIAN SCHOOL

Librarian

Join our dedicated team of faculty and staff as we partner with families to equip God's children! TCCS is searching for a qualified librarian to work part-time to meet the reading needs of students, collaborate with teachers to enhance curriculum, and expand our school library. What a joy and privilege to unlock the excitement and wonder of reading to every student in the context of a biblical worldview.

Qualifications:

- Bachelor's degree from an accredited college or university
- Current North Carolina educator's license with library endorsement and/or a combination of education and experience with the ability to complete the duties and responsibilities listed below.
- Exceptional communication skills with an ability to answer students' questions clearly and explain use of library resources.
- Knowledge of the principles and practices of modern library operations
- Knowledge of current materials, literature and trends, technology and developments and electronic services.
- Competent and comfortable with technology including computer and software systems.
- Knowledge of and familiarity with grant writing.
- Ability to train and supervise work of library committee members, volunteers, and/or student assistants.
- Ability to analyze problems and to recommend practical solutions.

Duties and Responsibilities:

- School librarians instill a love of learning in all students, ensuring that students and staff are effective users of ideas and information and have equitable access to information.
- Librarians empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information, and collaborate with classroom teachers and specialists to design and implement lessons and units of instruction.
- The school librarian provides the leadership and expertise necessary to ensure that the school library program is aligned with the mission, goals, and objectives of the school and is an integral component of the learning/instructional program.
- The position reports to and is evaluated by the assistant principal.
- Engages students in the appreciation of literature and life-long reading.
- Collaborates with school staff to design and support grade level learning experiences that integrate critical thinking, information literacy, digital citizenship, and the active use of technology.
- Managing the library: Overseeing the library program including, but not limited to, collection evaluation and weeding, ordering books, book processing and repair, overdue notices and communication, organization, and cleaning in coordination and with the help of the library committee.

- Leverages an understanding of school and community needs in the selection, organization and sharing of print and digital resources to support student interest and inquiry-based learning.
- Manages the budget to effectively create a current and engaging collection for the school community.
- Establishes and maintains library procedures.
- Creating displays: Promotes reading and books by creating and maintaining library displays.
- Supporting students: Helps students with research, library skills, and categorization, and advising students on suitable literature.
- Ensures good discipline is maintained in the library.
- Organizes the yearly book fair.
- Leads and coordinates reading programs and competitions such as Battle of the Books.

Skills and Competencies:

- Strong commitment to the school's Christian mission and philosophy.
- Exceptional communication, organizational, and interpersonal skills.
- Enjoys reading and interacting through story time.

Work Schedule:

- Year-round (shorter hours in summer) following school calendar
- Approximately 15-20 hours per week
- Library days/schedule will be coordinated with school schedule and administration

Benefits: Salary commensurate with experience and education/training

Terms of Employment: Part-time