



Position Title: **Cataloging and Instruction Librarian**

Last Updated: May 2019

Reports To: Library Director

Status: Exempt- Appointed by the Head of School
Permanent Full-Time

Schedule: Academic Year: Base 40 hours per week
Actual hours will be assigned per the needs of the department
Some weekend and special event coverage as necessary

Benefits: Full benefit eligibility
Tuition Remission Eligible - Yes

Summary Description:

The Cataloging and Instruction Librarian performs a variety of functions in the School's library assisting the Director in the operation of the Library and assisting faculty and students in the full use of all library services.

Cataloging Responsibilities:

- Perform original and copy cataloging, create and maintain metadata for library materials in all formats, including books, audio-visual, and electronic resources.
- Responsible for oversight of all aspects of record quality and catalog integrity, which includes revising older records to meet current standards.
- Assist in the development of policy, goals, and procedures for the cataloging of library materials.
- Work with colleagues in the selection of books and other media for collection development.
- Participate in the inventory and ongoing weeding of the collection.
- Compile and analyze annual cataloging statistics.
- Maintain knowledge of and engage in continuous professional development to keep up with current and developing standards and practices for metadata and cataloging.

Essential Functions:

- Provide reference support to students; question student's needs; investigate thoroughly print and on-line resources; guide students with good search strategies; follow-up to confirm research needs are met
- Collaborate with colleagues in the planning and implementation of lessons to build students' research skills.
- Work one-on-one with students when approached, providing guidance and direction
- Catalog new materials using Follett management program
- Oversee the daily operation of the Library's automated systems and workstations
- Instruct users of Library on electronic resources to enhance learning
- Assist in maintaining physical appearance of library
- Monitor student behavior in the library

Additional Responsibilities:

- Other duties as needed/assigned by the Library Director
- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards.
- Must maintain high level of personal hygiene and cleanliness at all times

Additional Responsibilities Continued:

- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Faculty and Administration shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement

Qualifications, Knowledge, Skills and Abilities Required:

- Master's Degree in Library Science
- Knowledge of cataloging standards and tools including RDA, AACR2, LCSH, MARC21, and DDC-23.
- Experience with library cataloging and metadata creation of material in all formats, including electronic/digital resources.
- Effective problem-solving skills and ability to manage a variety of tasks and multiple priorities.
- Ability to work creatively, collaboratively, and effectively and to promote teamwork, diversity, equality, and inclusiveness within the library and the campus.
- Willingness to learn new technologies and adapt to changes in the profession.
- Excellent oral, written, and interpersonal communication.
- Willingness to work one or more evenings a week (until 10 PM) and occasional weekends.
- Familiarity with the goals, objectives, and mission of an independent college preparatory school
- Be adept at learning circulation and cataloging software
- Enjoy working with teenagers of all types
- Thorough knowledge of the principles and practices of academic library functions
- Knowledge of computers, software, and electronic media
- Solid working knowledge of Word, Excel, Internet
- Demonstrate strong interpersonal skills, including an upbeat, collaborative approach to his/her work and colleagues
- Must be able to work intuitively and independently
- Strong organizational skills for multi-tasking and prioritizing responsibilities
- Demonstrated writing and communication skills
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Must have current Massachusetts State issued Driver's License
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Regular consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

- Bending, lifting (up to 30 lbs.), pushing, kneeling, crouching, crawling, stooping and moving small objects
- Climbing or balancing, lifting/carrying items of weight
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Must hear with accuracy
- Must use hands and arms to reach for, grasp, and manipulate objects
- Must be capable of standing and/or sitting at a computer for extended periods of time, be capable of repetitive movement of wrists, hands and fingers

Working Environment:

- The work usually takes place in a clean, pleasant and comfortable setting; most often indoors
- The employee is faced with constant interruptions
- The employee may spend long hours in intense concentration
- The employee may enter and view data in computer systems for long lengths of time requiring attention to detail and high levels of accuracy

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects the administration's assignment of essential functions; and nothing in this herein restricts the administration's right to assign or reassign duties and responsibilities to the job at any time.

All job requirements are subject to possible modification to reasonable accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.