



|| LIBRARIAN ||

St. Teresa's Academy

St. Teresa's Academy is a Catholic, college-preparatory high school committed to excellence in the education of young women. The Academy offers a rigorous academic curriculum combined with the latest technology, competitive athletic teams, award-winning fine arts programs, and a wide variety of extracurricular opportunities. STA educates young women to think critically, encourages them through Catholic values to love the dear neighbor without distinction, and empowers them to change the world.

The Academy is seeking a full-time librarian to work in the Fahey Learning Center in collaboration with the Principal of Academic Affairs and Principal of Student Affairs. This role will support and integrate the values of STA and the Sisters of St. Joseph of Carondelet into the daily work and curriculum, igniting a passion for reading, research, rigor and excellence.

We offer a terrific benefits package including:

- Discounted tuition for employees' daughters attending STA
- Medical, dental, and vision plans
- FSA/HSA plans
- Life & voluntary life
- Short-term & long-term disability
- Critical illness
- 403(b) retirement savings plan with school match
- Generous paid time-off benefits including several holidays and seasonal breaks.

| Responsibilities |

- The duties of the librarian include creating resources to help guide student research and support the research process, working collaboratively with other departments to manage the library program in the acquisition and circulation of multimodal resources, and planning and implementing meaningful experiences promoting a love of reading and lifelong learning.
- Implement and develop best practices for library use.
- Create and maintain the school library as a teaching and learning environment that is inviting, safe, flexible, barrier-free, and conducive to collaborative and hands-on student learning.
- Work collaboratively to build and strengthen connections among student information and research needs, curricular content and information resources.
- Develop and monitor internal digital resources/applications as applicable (e.g., Library Teams page, webpage, etc.)
- Evaluate and promote academic technologies and emerging technologies to support teaching and learning, supplement school resources, and communicate with students and teachers, augment student understanding and personalize instruction.

- Collaborate with teachers as an instructional partner for certain systems (i.e. Veracross and emerging AI technologies)
- Plan and execute vivacious programming in the library to build community and encourage curiosity in the school community.
- Oversee the daily operations of the Learning Center by supervising students and coordinating appointments, arranging reservations of library conference rooms, managing the service desk, monitoring incoming mail, and handling phone inquiries.
- Collaborate with the Director of Innovation & Advanced Interdisciplinary Education to coordinate summer programming.
- Serve as the key campus archivist coordinator.
- Support the school's mission and the mission of the Sisters of St. Joseph of Carondelet.
- All other duties as assigned.

| Qualifications |

- Bachelor's degree in Library Science required
- 3+ years librarian and/or teaching experience preferred
- An understanding of best practices in secondary level, multidisciplinary areas
- A demonstrated passion for inspiring young women through excellent instruction
- Collaborative spirit in developing cross-curricular experiences for students
- Flexibility, optimism, creativity, high expectations, and an emphasis on student-centered learning
- Enthusiastic involvement in the school community outside the classroom
- Excellent communication skills, both written and oral
- Proven organizational skills
- Understanding of the Catholic faith, single-sex schools, and the mission of the Sisters of St. Joseph of Carondelet preferred

| St. Teresa's Academy is an Equal Opportunity Employer |