



GENERAL JOB DESCRIPTION

Job Title: **Librarian/Media Center Coordinator**
Responsible to: Head of School (HOS) or their designee

Job Summary: Serving God in the Christian school requires a servant's heart and vision for ministry to children of all ages. Additional duties may be required on an as needed basis.

Work hours: This is a non-exempt, 10-month position.

Essential Job Functions:

1. Process and catalog new books.
2. Eliminate lost or damaged book and repair as needed.
3. Organize and implement reading programs for all ages.
4. Teach library skills to students.
5. Read to elementary groups as needed.
6. Manage fund raisers that supplement library budget.
7. Promote literacy across grade levels
8. Connect student/teacher need to library resources.
9. Supervise and direct computer usage.
10. Inventory library resources at the end of the school year.
11. Lead media center in technology advancement for future.
12. Train teachers in technology, copyright, and knowledge of library.
13. Develop strategies regarding future improvement and academic development of the media center.
14. Maintain all AACCS standards for school accreditation in the library/media center.
15. Schedule facility use of school library per HOS direction.
16. Submit monthly reports to the HOS.
17. Submit annual budget request per HOS.

Qualifications

- Qualified teacher with library media endorsement or other training in library work.
- Proficiency in Google, Microsoft Office, including Word and Excel.
- Strong written and verbal communication skills.
- Knowledge of school curriculum.
- Knowledge of copyright laws that pertain to a media center.
- Must pass pre-employment background check.
- Ability to handle average-weight objects up to 20 pounds and some standing or walking.
- Must be in full agreement with the MVCS Faculty/Staff Handbook including Doctrinal and Lifestyle Statement.
- Must be a born-again believer demonstrating a growing relationship with Christ Jesus and regularly attend a like-minded evangelical church.