

At Pacific Ridge School, our mission statement drives all of our work: *In a community that fosters academic excellence, ethical responsibility and global engagement, Pacific Ridge School prepares students for college and a purposeful life.*

**Position Summary**

Under the direction of the Dean of Studies & Student Life, the Librarian will manage the library in the School's new Innovation Center and Library. This position will provide vision and direction for the new library, partnering with teachers and students to make effective use of the space.

**Essential Duties and Responsibilities** (include, but are not limited to, the following)

- Collaborate with faculty to provide instruction in the use of library resources, best research practices, and the ethical use of information
- Develop, acquire, and maintain a collection of resources appropriate to the curriculum and reflective of the school's commitment to diversity, inclusion, and belonging
- Collaborate with colleagues on curriculum planning and instruction as it pertains to research, information literacy, and information technology
- Maintain a dynamic, current, welcoming, and well-stocked library conducive to reading, studying, and research
- Select, process, and make readily available a variety of resources, including print, digital, and multimedia
- Collaborate with Innovations Center and Library faculty and staff to create a welcoming, integrated, dynamic center for students and adults
- Provide bibliographic and reference services for teachers and students
- Serve as primary supervisor for the library during school hours
- Collaborate with faculty to ensure library has adequate resources to support current courses and programs
- Assist with the planning and implementation of summer reading and annual textbook orders
- Participate in the recruitment, hiring, training, and supervision of other library professionals and volunteers, as needed
- Contribute to the co-curricular program by leading a club or service learning group
- Prepare and manage library budget
- Communicate and work collaboratively with faculty, students, administrators, and other staff
- Perform other duties as assigned by the Head of School or designee

**Qualifications**

- A Master's of Library Science (MLS), Master's of Library and Information Science (MLIS), or similar degree from an accredited institution is preferred
- 3+ years of experience in a library or media center
- Experience with middle and/or high school students