



## LIBRARIAN TEACHER-MINISTER POSITION DESCRIPTION

**Position Title:** Librarian  
**Status:** Part-time, exempt, Tuesday through Friday  
**Reports to:** Principal (or designee)

### POSITION SUMMARY:

The Catholic School Teacher-Minister serves as instructor of the school's religious and academic programs for the students. The Teacher-Minister is tasked with designing and implementing engaging lessons that broaden the student's understanding of the subject area. The Teacher-Minister is expected to uphold and model the school's Catholic identity, integrate faith teaching into their classroom and exemplify Catholic teachings and values in their actions. The Teacher-Minister works to broaden understanding of his/her field and maintains professional development goals. The Teacher-Minister encourages positive relationships and communication between students, and contributes to a wider atmosphere of Christian respect throughout the school.

The Librarian forms students in truth, wonder, and wisdom through reading and inquiry by providing weekly instruction for students in Kindergarten through grade six. He or she is tasked with selecting, acquiring, and maintaining a specialized Catholic collection of print and electronic resources to support the teaching and learning of the school's curriculum. In addition, the librarian assists teachers and students with selecting resources appropriate for their teaching and learning tasks.

### CREDENTIALS & EXPERIENCE:

1. The ideal candidate is a practicing Catholic, committed to supporting and advancing the mission of Catholic education and able to incorporate a Catholic worldview in his or her teaching. He or she understands and upholds the teachings of the Catholic Church and exemplifies Catholic living both in and out of the classroom.
2. Required credentials:
  - a. Completion of the Archdiocese of Cincinnati's Safe Environment Program;
  - b. Bachelor's degree in library science or related field;
  - c. Valid teaching license issued by the state of Ohio or ability to obtain an Ohio Department of Education license/certification.
3. Experience teaching in a classroom setting, with strong classroom management skills.
4. Demonstrated leadership experience, including managing volunteers.
5. Ability to work collaboratively with administration, homeroom teachers, and other personnel in the school.
6. Proficiency in library management and circulation software systems.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Designs, executes, and evaluates lessons for students in Kindergarten through grade six. Completes and submits lesson plans that are reflective of the school's curriculum standards.
2. Monitors student growth through regular assessments of student performance. Maintains grades and prepares grade reports.
3. Communicates regularly with students and parents.

4. Manages the library circulation system and maintains excellent records.
5. Selects, acquires, and maintains a specialized Catholic collection of print and electronic resources to support the teaching and learning of the school's curriculum.
  - a. Effectively assesses the information needs of teachers and students.
  - b. Makes appropriate purchases for materials and services in consultation with the faculty and within budget allocations.
  - c. Provides for effective access for teachers and students to library materials and equipment.
  - d. Maintains appropriate records of acquisitions, usage, maintenance, inventories, and expenditures. Ensures compliance with copyright laws and acceptable use policies.
  - e. Regularly evaluates the collection and plans for replacing materials that are no longer usable with more pertinent resources.
  - f. Collaborates with teachers on the Library Collection Selection Committee, selecting books and resources in keeping with the school curriculum and overall mission.
6. Assists teachers and students with selecting resources appropriate for their teaching and learning tasks.
  - a. Provides appropriate and effective instruction to teachers and students regarding the location and use of library resources.
  - b. Provides group and individual instruction in information skills, research strategies, and evaluation of information retrieved.
  - c. Provides teachers with information on available library and research resources correlated with the specific concepts and skills contained in the school's curriculum.
  - d. Collaborates with teachers on planning units and lessons involving research using library resources.
  - e. Actively promotes use of the library and its resources among teachers and students.
7. Maintains an atmosphere in the library that is attractive, inviting, and conducive to learning.
8. Promotes the value of lifelong reading for both intellectual and personal development.
  - a. Fosters literacy and learning efforts throughout school;
  - b. Hosts 1-2 book fairs annually;
  - c. Hosts author/presenter visits and events.
9. Leads daily prayer at the beginning of classes and participates in school liturgies.
10. Escorts students to classrooms and other areas as required.
11. Participates on faculty committees and assists with duties such as lunch and recess supervision and arrival and dismissal supervision.
12. Engages in professional development to continue his/her understanding of the subject area and the mission of Catholic education.
13. Maintains Individual Professional Development Plan (IPDP). Meets regularly with the administration to evaluate progress on goals.
14. Participates in classroom observations and annual evaluation by the administration.
15. Maintains positive lines of communication with other faculty, support staff, and members of the administrative team.
16. Understands and follows all Parish/School, Archdiocesan Educational, and other Archdiocesan policies, as well as the Teacher-Minister Contract.
17. Attends faculty meetings, department meetings, and other meetings and events as noted in the Faculty Handbook.
18. Other duties as assigned by the Principal.

**PHYSICAL/MENTAL REQUIREMENTS:**

- Requires appropriate coordination, balance and manual dexterity; mental, visual and audial ability; and ability to lift, stoop, handle, reach and carry as required in a normal classroom environment.
- Ability to effectively communicate both verbally and in writing with various constituencies;

- Ability to use a personal computer, telephone and other office equipment.
- Requires ability to escort and monitor students in a variety of locations with noise, activity, and inclement weather. Must be able to traverse stairs, up and down.

**SUPERVISION RECEIVED:** The Principal (or designee)

Employees of St. Gertrude Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Gertrude Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Note: This job description is intended to provide a general overview of the responsibilities, skills, and qualifications required for the Librarian Teacher-Minister. It is not exhaustive and may be subject to change based on organizational needs and priorities.

**ACKNOWLEDGEMENT**

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date