



JOB DESCRIPTION

Position Title:	Librarian/Educational Technology Specialist	Position Type: Full-time
Department:	Faculty	Classification: Exempt
Reports To:	Head of Upper School	

Job Summary

The Librarian reports to the Head of Upper School. The Librarian is responsible for maintaining the school library resources and providing support to the faculty to ensure the effective integration of instructional technology. The Librarian is expected to support the school and its leadership in pursuit of the school's mission, values, and core competencies. The Librarian ensures that TMI is a place of respect and learning and roots all aspects of their job in our Episcopal identity.

The TMI Librarian should help to foster a space of experience and inquiry that utilizes both digital and physical platforms. The Librarian is expected to be a troubleshooter of basic IT issues (printer use, password resets, Wi-Fi credentials, etc.) as well as a forward thinker when it comes to the implementation of emerging technologies. The Librarian will work closely with the Director of Teaching, Learning, and Community and the Director of Innovation and Design to help students and faculty solve modern problems with inventive solutions. Our Librarian looks at our library as not just a quiet place to study but a social hub of collaboration on campus and knows how to balance those two environments during any given day.

Essential Job Duties

1. Provide in-person and/or digital reference service to students, faculty, and staff.
2. Design and deliver general and subject-specific library orientations and lessons about digital resources, use of the online catalog, and how to print.
3. Take fiscal responsibility for the library's budget and order books, subscriptions, and other supplies for the library.
4. Teach an optional library and information science independent study.
5. Assist the College Counseling team with the proctoring of the PSAT and AP Exams.
6. Advise a small group of 9th/10th grade students.
7. Chair and facilitate a Library Advisory team.
8. Collaborate with teachers to integrate research and literacy skills into course content, as appropriate.
9. Promote a culture of reading among students and faculty.
10. Maintain a relevant collection for all grade levels that reflect the school's demographics and supports its mission.
11. Create a library environment that is conducive to learning and appropriate to the maturity level and interests of students.
12. Serve as the primary supervisor for the library during school hours.

13. Work with faculty to ensure that the library is flexibly scheduled and has adequate resources to support current and proposed courses or programs.
14. Represent the library in regional and professional organizations.
15. Participate in and lead professional development activities.
16. Maintain current knowledge of library practices and effective teaching/learning strategies.
17. Collaborate with faculty, the Head of Upper School, the Head of Middle School, the Director of Teaching, Learning, and Community, the Director of Innovation and Design, the IT Technician, and the Chief Financial Officer to ensure instructional technology needs are met on campus.
18. Build and maintain the archives as it pertains to TMI and TMI's legacy alongside the Advancement Office.
19. Co-lead Academic Tech Team meetings with the Director of Teaching, Learning, and Community.
20. Serve as a member of the PD team.
21. Model and train staff in using innovative technology for professional productivity and integration into the curriculum.
22. Perform related duties as assigned.

Characteristics of a Successful Librarian/Educational Technology Specialist

1. Strong organizational skills
2. Team player
3. Excellent communication and interpersonal skills
4. Comfortable designing and giving presentations
5. Passionate about research, reading, and educational technology
6. Enthusiastic about working with students and faculty
7. Connected and caring educator
8. Critical thinker
9. Possesses an adaptive personality that can pivot easily with change
10. Member of professional organizations
11. Curious and creative
12. Risk-taker

Experience

1. Minimum of 3+ years of experience in a library or media center, preferably in an independent, college preparatory, or similar school setting.
2. Experience with students in both middle and high school.
3. Experience in a boarding school setting is preferred.

Education

1. A Master's of Library Science (MLS), Master's of Library and Information Science (MLIS), or similar degree from an accredited institution
2. Valid Texas Library Endorsement or Library Certificate (or similar from another state)

3. ISTE Certified Educator preferred Undergraduate degree

Interested candidates should submit a cover letter, resume, statement of educational philosophy, and two letters of reference. If the candidate has a blog or other professional social media account, they are encouraged to share that with the hiring committee. Please apply at: <https://www.tmi-sa.org/page/employment>