

Pacific Christian School

High School Teacher-Librarian – September 2024

Pacific Christian School invites applicants to apply for the position of **High School Teacher-Librarian**. This position is open due to a pending retirement.

Pacific Christian School's High School library is blessed to have a lovely facility and to have benefited from the legacy of our existing librarian. We are seeking someone to build on that legacy as we look towards updating the facility with a view to it becoming a learning commons with flexible spaces that encourages literacy and supports learning across the curriculum.

We anticipate that this position will likely involve a teaching component. The specifics will depend on the background of the successful candidate.

Our ideal candidate would have a heart for Christian education and fostering Christian spiritual formation in alignment with our mission, vision and Guiding Education Principles.

Major Job Responsibilities:

Selection of Resources

- Review, evaluate, select & order resources that support the curriculum, mission, and guiding educational principles of the school.
- Maintain a current and well-balanced collection aligned with school policies.

Management of Resources

- Organize the library holdings and digital subscriptions to facilitate access for staff and students.
- Maintain a budget and set priorities to allocate funds.
- Help maintain and upgrade the Library's technology.
- Take responsibility for Library space, including supervision of students.

Curriculum/Learning/Advocacy

- In collaboration with other educators, develop and support a library scope and sequence to promote literary appreciation, literacy, and research skills.
- Collaborate with educators on the selection of resources; cooperatively plan learning activities and assist with the production of supporting materials.
- Help students locate resources that support their learning needs, curiosity, enjoyment and growth.
- Discuss and set goals with the principal and learning leaders.
- Actively engage in plans to modernize the library space.

Qualifications:

- The preferred candidate will be a certificated teacher; however, we are prepared to consider others who have significant relevant experience and/or education.
- Familiarity with library catalogue systems and other information technology tools such as online resource databases.
- Excellent problem-solving skills.
- Have a vibrant Christian faith and a desire to support the school's mission to provide a quality Christian education.
- Have demonstrated organizational and planning skills.

To apply, please forward the following:

- Letter of introduction
- Résumé
- A one-page summation of your thoughts on how a library/learning commons can support the mission of a Christian school and in particular PCS
- Contact information for three references. Not all referees need to comment on the same aspects but taken together, please ensure that the referees are able to offer insight on character, Christian faith, and relevant job experience.

This position is expected to be a continuing assignment. Remuneration is based on the [PCS salary grid](#).

Application materials should be sent to Lorna Herzog (High School Principal) at lorna.herzog@pacificchristian.ca

Applications received prior to May 24 will be given priority consideration.