



Bellarmino
College Preparatory

Instructional Librarian

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California invites applications for a full-time Instructional Librarian position beginning August 2020. Under the general direction of the Director of Library and Research Services, the Instructional Librarian will be integral to the daily activities of the library as well as an instructional partner promoting information literacy. Working at Bellarmine Preparatory requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- *Instruct and Curate:*
 - Teach classes how to use physical and digital library resources
 - Tutor students with research projects, including searching online databases and
 - Collaborate with faculty to curate course-specific and/or assignment-specific resources
- *Innovate and Implement:*
 - Plan programs, displays, and activities that foster a love of reading and lifelong learning
 - Determine library technology needs and propose plans to meet identified needs
 - Create innovative learning experiences related to information literacy
- *Support and Maintain:*
 - Take initiative in performing general day-to-day library tasks
 - Reinforce productive student habits while respectfully enforcing school policies
 - Submit and reconcile library invoices to the Business Office
 - Troubleshoot technical problems encountered in the library by students and faculty
- *Engage and Network:*
 - Participate in professional organizations such as Bay Area Independent School Librarians (BAISL) and American Library Association (ALA)
 - Stay informed of emerging best practices and resources

Minimum Qualifications:

- Bachelor's degree
- Experience working in a school library or a public library
- Ability to work effectively with staff and students at all levels, displaying a positive attitude, demonstrating cultural proficiency, and exhibiting motivation and drive; this includes the ability to provide clear expectations to students while building positive relationships
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents; this includes the ability to resolve conflicts
- Self-directed with proven ability to assume responsibility, work independently, creatively solve problems, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects within established time frames and with strong attention to detail, including the ability to stay focused and manage multiple projects/activities simultaneously
- Proficiency with Microsoft Office applications, and the ability to operate all other applicable software

Preferred Qualifications:

- Teacher Librarian Services Credential, Single Subject Teaching Credential, or equivalent (may be in progress)
- Master’s degree in Library Science (MLS), Library and Information Science (MLIS), or equivalent (may be in progress)
- Experience working at the high school level or in library youth services
- Experience using Learning Management Systems (such as Canvas) and library specific platforms such as Follett Destiny and Spring Share Lib Guides

Physical Requirements:

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen, (often for extended periods of time) and/or on a mobile device/laptop

General Information:

- This position is eligible for Bellarmine’s premier benefits package

To Apply Online: Please complete the *Bellarmino Faculty Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating “Instructional Librarian” in the subject line of the e-mail.

To Send by Mail: Bellarmine College Preparatory
Attn: Human Resources
960 West Hedding Street
San Jose, CA 95126

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
