

# FOXCROFT

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S C H O O L

**Job Description:** Digital Learning Librarian

**Classification:** Full Time, Salaried, Exempt

**Reports to:** Director of the Audrey Bruce Currier Library

Job Summary:

The Library is at the heart of the Foxcroft community and plays a vital role in connecting and educating the entire community. The primary role of the Digital Learning Librarian will be to work with students and teachers to develop information literacy skills, technology competencies, and exposure to media best practices through one-on-one reference interactions. An important role of the digital learning librarian is to support Foxcroft's archives by helping to digitize and catalog archival material and to work with teachers to incorporate archival research into the curriculum to enhance skills. The Digital Learning Librarian will also play a role in curriculum development, advising and collaborating with the instructional faculty and helping to create a school-wide information literacy plan. In addition, the Digital Learning Librarian supports the Librarian by maintaining databases, creating LibGuides, and cataloging and preparing new acquisitions for use, among other duties.

Key Responsibilities:

- The Digital Learning Librarian will work to integrate the use of technology more fully into the Library Program and the whole community, both through the work in the library and through outreach to instructional faculty, students, and the wider community.
- The Digital Learning Librarian will digitize archival materials, add catalog records incorporating digital photography, and aid in the selection of records for online access.
- The Digital Learning Librarian will assist in the design, implementation, and maintenance of the social media presence of the Library to promote resources, tips on usage, and activities.
- The Digital Learning Librarian will work with the Librarian to migrate content from LibGuides v1 to LibGuides v2, developing new content in support of curriculum and programs.
- In order to support Foxcroft's residential learning program, the Digital Learning Librarian will have boarding community duties.

No job description can anticipate all responsibilities as such; there may be other assigned duties.

Qualifications:

- Required: Bachelor's Degree in Library Science, Educational Technology, or a related field. A Masters' of Library Science (MLS/MLIS) with Archives Certification or a Masters' degree in Education and related experience is preferred.

- Experience maintaining library cataloging, archival, and research database systems. Experience with Follett Destiny, Past Perfect, and LibGuides a plus.
- Expert knowledge of technology applications including Word, Excel, PowerPoint, and Prezi, as well as library databases, integrated library systems, and related educational software such as Noodletools. Facility with social media including Facebook, Twitter, Instagram and WordPress is a requirement of the position as is some experience with design graphics programs such as Adobe InDesign, Illustrator, Photoshop, iMovie, or other video software. Digital photography skills a plus.
- Excellent research, writing and communication skills.
- Classroom teaching experience is preferred.
- Strong organizational skills and the ability to successfully manage multiple projects and work under deadlines.
- Professionalism
- Strong interpersonal skills. Ability to build relationships with multiple constituencies.

#### Other Qualifications:

All prospective employees must be able to clear a background check and TB screening.

#### Physical Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position an incumbent is required to regularly remain sedentary for long periods of time in meetings and while processing information and paper work both manually and on a computer.

The employee is regularly required to listen, physically direct, and speak. The employee is required to stand; walk; use hands and arms to reach and use of hands to finger, type, and manipulate a computer keyboard and mouse is required. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Additionally, the incumbent must be able to converse in clear English both written and orally, over a telephone and in person. Occasionally, incumbent may be required to lift up to 25 pounds, traverse uneven terrain and climb stairs while moving about campus, bend and stoop. Work hours may vary and include days, nights, and weekends. The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur when the employee attends school functions such as assemblies, school dances, and other events.