**Full-time School Liaison Librarian**

**Hours:** 40 hours per week, includes some weekends and evenings

**Salary:** $38,000 to $52,000 depending on qualifications and experience

**Benefits:** Health, dental, optical insurance; disability and life insurance; vacation, sick and

personal days; retirement plan.

**Primary Duties and Responsibilities**

* Working with the youth services team, provides library and school outreach services including the

scheduling, implementation and maintenance of existing outreach services to the local public and

private schools

* Maintain, cultivate and develop outreach programming supportive of current and future curriculum

and collaborations such as 3rd Grade Reading Law, ESL program, North Sashabaw programming, etc.

* Collaborate with community organizations whose focus is students
* Participate in marketing of children’s programs to the local schools
* Ensure scheduling and facilitation of outreach programming by all Youth Services Librarians,

including participation in existing programs such as Battle of the Books, Outreach Storytimes,

ESL Family nights.

• Collaborate with the Youth Services Team to design a variety of activities that promote the use of

the library by school-aged children

• Assist with Youth Services Department programs as needed

• Assist patrons of all ages in obtaining information in a variety of formats

• Provide readers’ advisory services to patrons of all ages

• Instruct patrons individually and in small groups in the use of library resources and equipment

**Required Qualifications**

* MLIS from an ALA accredited institution
* Experience working with children and schools
* Desire and ability to provide excellent customer service inside and outside of the library
* Strong organizational and planning skills with the ability to work independently or as part of a team
* Desire to collaborate with youth services team, local teachers and other departments
* Public library/information desk experience
* Experience working with ILS, Polaris preferred
* Collection development experience
* Knowledge of popular print and audio-visual materials for children

**Reports to:** Head of Children’s and Teen Services