

**Library/Media Specialist  
St. Peter School, Cambridge**

Job Title: Library / Media Specialist

Direct Report: School Principal

Terms of Employment: TBD based on contract agreement.

**Job Goal:**

Oversee the Hoff Technology Center - the School's Library and Media Center. Manage the school library collection and library circulation system. Teach one block per week for grades K1 - Grade 8. Grades K1 - 5 is a combined Library and Technology Class. Grades 6-8 focuses just on Technology and Digital Literacy. Curriculum references are the MA Digital Literacy and Computer Science Framework and the MA Library and Information Literacy Skills Curriculum Framework.

**Key Duties & Responsibilities:**

Perform administrative duties associated with the maintenance of the library resources;

Oversee the day to day operations of the library;

Seek, Coordinate and supervise library volunteers;

Provide access to the library throughout the school day, scheduling classes and activities flexibly;

Facilitate the annual Book Fair and coordinate related activities during the fair such as guest authors.

Maintain a comprehensive and efficient system for cataloging all library resources

Instruct teachers and students on use of the system and databases as required.

Establish procedures for selection, acquisition, and circulation of all library resources;

Evaluate, promote and use existing and emerging technologies to support teaching and learning;

Promote the ethical use of the principles of privacy, security, and copyright laws that influence digital safety and security, as well as interpersonal and societal relations;

Foster a creative, flexible environment so that the school library is an essential part of the learning community;

Manage the library collection through the acquisition of new books and the review of the existing collection to weed out and unread titles.

Encourage and communicate support for the library from the parent community including book drive, book donations and other activities to support the space.

Perform other related duties as assigned.

**Interested candidates should send their cover letter and resume to Principal Andrew Malionek at [amalionek@saint-peter-school.org](mailto:amalionek@saint-peter-school.org).**