



LIBRARY SERVICES SUPERVISOR

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

ROLE PURPOSE

Boston College High School is seeking a full-time Library Services Supervisor who will monitor the library space, ensuring it is a positive and structured environment conducive to studying, and manage its print and digital resources. The successful candidate must enjoy interacting with diverse groups of students and be committed to the mission of BC High.

SPECIFIC RESPONSIBILITIES

- Monitor the library space before school, as well as during the school day, and ensure that it is calm and quiet
- Create and maintain an inviting, inclusive, and respectful learning environment that allows the members of the community to gather information, find needed resources, and foster intellectual inquiry
- Maintain the online library system, Accessit, including updating and deleting students and adding books when necessary
- Assist students with locating and checking out books using the online library system Accessit
- Assist students with printing
- Investigate, select, and implement online resources to be used for students and faculty; provide administrative support for users of the services, equipment, and materials
- Update and enhance print and non-print resources
- Manage the renewal of library resources, including research databases, each year
- Assist students with accessing BC High's online research databases
- Maintain the Library Resource Board
- Other duties as assigned in accordance with the school's needs

Other Expectations (if applicable)

- Participate in an Equity Leadership Group
- Participate in school-wide, community events including professional development days, masses, admissions events & graduation events

SELECTION CRITERIA

- Bachelor's degree
- Experience working in a school environment with students in grades 7-12.

BENEFITS INCLUDE: free daily lunch, cost-effective/competitively priced daycare on site (pending availability), free parking, funded unique and comprehensive professional development opportunities, and a competitive salary and benefits package.

Deadline for applications: May 17, 2024

Applications should include a cover letter and resume and must be submitted through our online Paylocity system link.

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