

ST. LEO CATHOLIC SCHOOL

SEEKS APPLICANTS FOR



POSITION	St. Leo Catholic School is seeking a Full Time Librarian for the 2024-2025 school year.
POSITION TO BEGIN	August 2024
TERMS	Contract Salaried Position. Full time positions can receive benefits
SALARY	Salary based on experience
QUALIFICATIONS	<p>Expectations of Conduct: The mission of the Diocese of Charlotte Catholic Schools is to form students to be virtuous disciples of Christ with eternal salvation as the ultimate goal. All employees are an essential part of this mission and are truly and in a very real sense engaged in a special ministry, or apostolate, of the Roman Catholic Church. Those who publicly represent the Church as employees have a special obligation and responsibility to “exemplify the ethics and integrity lived and taught by Jesus, so that all those we serve will see in us His compassion and love.” (Most Reverend Peter Jugis, Code of Ethics Policy of the Diocese of Charlotte, p. 2)</p> <p>Therefore, Catholic School employees must conduct themselves in a manner that is consistent with the teachings and precepts of the Catholic Church, promoting the welfare of the diocese and the school. If you have questions about the tenants of the Catholic Church, please see the Catechism of the Catholic Church.</p> <p>Summary of Position Under the supervision of the principal, the Librarian fulfills the mission of the Catholic school by planning, guiding, and evaluating the effectiveness of the school library and media center. The Librarian provides the appropriate learning atmosphere and activities designed to support the school’s instructional program. The Librarian has decision making responsibilities within the essential job functions, in keeping with school policies.</p> <p>Education and Experience Minimum</p> <ul style="list-style-type: none"> • Ability to exemplify, articulate and support the Catholic Faith • Bachelor’s Degree (Master’s Degree preferred) • Knowledge of child development, learning, and behavior and ability to manage student behavior in a library setting.

<p>APPLICATION</p>	<p>https://charlottediocese.org/wp-content/uploads/2023/10/Schools-Job-Application-for-Teaching-Position.pdf</p>
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Duties and responsibilities will include the following; however, other duties may be assigned as required. • Supports and upholds the philosophy of Catholic education and the mission of the school. • Acts as a witness to Gospel values by modeling the teachings of the Catholic Church. • Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese. • Abides by the Confidentiality Policy set forth in the Diocesan Employee Handbook. • Communicates effectively with students, parents, and other professionals. • Encourages the use of the library by faculty and students. • Follows school policies in selecting materials. • Organizes and supervises the circulation of library materials. • Provides library services and materials to meet the needs of teachers and students. • Establishes library policies and procedures. • Selects and orders books, periodicals, vertical file material, picture collections, audio-visual hardware and software, appropriate computer programs, and material for professional collection in compliance with the teachings of the Catholic Church and with the approval of the principal. • Maintains library records, statistics, and database. • Oversee printing and loaner tablet services in the Library Media Center • Schedule, coordinate, plan and/or execute special Library events throughout the academic year. • Weeds the materials collection. • Ensures volume number and references are following accreditation standards. • Supervises shelf reading, takes inventory, and keeps the library in order. • Provides an opportunity for teacher and student participation in the selection of library materials. • Demonstrates professionalism in conduct, demeanor, and work habits. <p>The successful candidate will be a faith-filled, Christ-centered, and mission-focused dynamic leader who holds a genuine commitment to Catholic education. Other important qualifications include:</p> <ul style="list-style-type: none"> • The ability to help the school’s administration create and grow a positive and collaborative working environment and a strong, vibrant Catholic educational culture. • An approachable leadership style and a willingness to form excellent educational/working relationships with students, faculty, families, and stakeholders. • An ability to guide and support students and their families in a relationship of trust and collaboration. • Demonstrates a willingness to respond to individual learning needs. • Coordinates local book fair.

<p>APPLICATION & RESUME SENT TO:</p>	<p>Mr. Gary Callus, Principal St. Leo Catholic School 333 Springdale Avenue Winston Salem, North Carolina 27104 (336) 748-8252 gcallus@stleocatholic.com</p>
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St. Leo Catholic School is a school in the Diocese of Charlotte.

The Diocese of Charlotte Catholic Schools Mission: In communion with our families and parishes, and rooted in Scripture, Tradition and the defined teachings of the Catholic Church, we form students to be virtuous disciples of Jesus Christ, who pursue excellence of intellect, heart and soul with salvation as the ultimate goal.