Instructional Librarian

Job Title: Instructional Librarian
Reports to: Assistant Head of School and Head of Upper School (Head of Upper School)
Receive Guidance From: Academic Research Program (ARP) Department Chair, Head of Upper School, Associate Head of School for Teaching and Learning and Chief Academic Officer
Collaborate Closely With: Academic Research Program Department, LS Librarian, Teaching and Learning Team

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The Instructional Librarian will support the mission and core values of University Liggett School through positive and professional interactions with students and faculty. The Librarian will be responsible for ensuring that the school's curriculum, mission, vision, and strategic plan inform all decisions and actions. The Librarian will promote an atmosphere of trust and openness among employees, students, and parents and will foster students' intellectual, social, behavioral, and emotional growth.

Duties and Responsibilities

Library Program & Resources

- Collaborate with the Academic Research Program to implement the Liggett Approach to education through the development of information literacy, research, reading, collaboration, and independent study skills.
- Create an inviting, student-centered environment that encourages proper usage of library materials and spaces for middle and upper school students.
- Develop and maintain a high-quality collection of print and digital resources aligned with the curriculum and students' interests.
- Evaluate and select books, databases, and other resources in collaboration with faculty.
- Stay current with developments in research, information literacy, educational technology, and AI.

Teaching & Research Instruction

- Teach 3 sections of Academic Research courses that develop students' research and information- and data-literacy skills.
- Teach students to formulate research questions, evaluate sources, synthesize information, and use evidence effectively.
- Provide instruction in utilizing databases, scholarly resources, citation, academic integrity, and responsible use of technology and AI.
- Collaborate with faculty to advance the Liggett Approach to education and integrate research skills into courses and assignments.
- Scaffold assessments effectively and respond thoughtfully and promptly to student work.

- Maintain comprehensive documentation pertaining to course syllabi, scope and sequence information, lesson plans, the online portal, and the gradebook, ensuring prompt dissemination of this information when required.
- Collaborate with colleagues and engage in department discussions about pedagogy and other concerns.
- Create an equitable and inclusive class environment that promotes community, integrity, respect, excellence, and empathy
- Communicate thoughtfully, professionally, and clearly with families
- Serve as an upper school advisor, supporting the academic, social, and emotional growth of students and acting as a liaison between school and home
- Participate actively and positively in the life of the school through involvement in co-curricular activities

Student Support

- Provide individual and small-group support for research papers, projects, presentations, and other academic work.
- Guide students through the research process, from developing a topic to evaluating and citing sources.
- Help students become increasingly independent and confident researchers.
- Support students in navigating questions of credibility, attribution, plagiarism, copyright, and ethical information use.

Faculty Collaboration

- Partner with teachers to develop meaningful research assignments and projects.
- Recommend appropriate databases, primary and secondary sources, and other research resources.
- Help faculty scaffold research skills across grade levels and disciplines.
- Serve as a resource for emerging research technologies and tools.

Qualifications

- A bachelor's degree or higher in Library/Information Science, Education, or an equivalent field
- Enthusiasm for middle and upper school students and an understanding of their developmental needs
- A thoughtful and engaging approach to teaching, learning, and assessment
- Strong writer, reader, speaker, and listener
- A growth mindset about teaching practices and an eagerness to work toward professional goals and development
- A keen desire to work in a collaborative, inclusive, and student-centered environment
- Ability to connect with students of diverse backgrounds to develop healthy, supportive, and responsive relationships

- Enthusiasm for reading outside of teaching
- Commitment to supporting and being present in the life of the school
- Facility with technology in the classroom

Work Environment:
This job operates in a professional school environment.

Position Type/Expected Hours of Work:
10 month employee/ 7:45 am- 3:30 pm

Equal Employment Opportunity and Non-Discrimination
ULS is an equal opportunity employer and educational institution. It is the policy of the school to ensure equal employment opportunity without discrimination, harassment, or retaliation on the basis of race, religion, color, national origin, disability, veteran status, military service, age, sex (including pregnancy, gender identity, and sexual orientation), genetic information, height, weight, misdemeanor arrest record, marital or familial status or any other status specifically protected by federal or Michigan law.

This policy governs all aspects of employment at ULS including hiring, assignments, training, promotions, compensation, employee benefits, discipline, discharge, and all other terms and conditions of employment. This policy applies to all conduct on school premises, during school-sponsored activities on or off campus, and in connection with all school-related duties or functions. This policy also applies to all conduct and communication by vendors or other third parties while on school premises or in connection with providing services to the school.

Contact Person
Qualified candidates should send the following to Shernaz Minwalla, Head of Upper School, at sminwalla@uls.org:

- A resume or curriculum vitae
- A letter of interest or video that explains the following:
    - Please describe your interest in the position and our school.
    - Share how your experience and approach to teaching research and information literacy would contribute to our Upper School program.
    - Please include examples of how you have collaborated with teachers and supported students in developing effective research practices.