



Director of Library & Learning Center

MMI Preparatory School seeks a full-time Director of the Library & Learning Center. A bachelor's degree is required. Librarian experience or an MLIS or MLS from an ALA accredited program or in progress is preferred. Teaching experience is a must.

The successful candidate will be a positive, energetic, life-long learner who communicates openly with students and parents, collaborates with colleagues across disciplines, and models a growth mindset. A successful candidate should possess a love for reading and be able to engage students in pursuing a lifelong love of reading

Reporting to the Academic Dean, the successful candidate will assist students and teachers with research and information literacy.

Major Duties and Responsibilities:

- Maintain the print and digital library collections, including cataloging and processing, coordinate circulation and annual inventories, and cross-platform digital library resource integration and troubleshooting
- Create and develop a *Learning Center* that will be based in the library. It will include a *Center for Writing* and require the development and coordination of a *Peer Tutoring Program*.
- Coordinate multiple digital library services such as AccessIt, a variety of databases, streaming video, and online periodicals
- Serve in collaboration with faculty, including research and information literacy curriculum
- Oversee and maintain the library space and provide comprehensive reference services to students and faculty.
- Be curious and capable in developing and implementing cross-platform digital and print library resources in accordance to user experience best practices
- Possess excellent problem solving, communication, analytic, and customer service skills
- Perform light physical duties including cleaning and dusting of library spaces and moving and shelving of books
- Administer interlibrary loan program
- Partner with faculty to enhance curriculum

E.O.E.