



Elementary Teacher Librarian Job Description

Purpose of Position:

Des Moines Christian School Teachers are student-focused professionals who fulfill the mission of DMC as the most significant school-related influence on student learning. DMC teachers are supported and empowered through a shared vision of learning to foster a school culture of academic excellence and spiritual growth where learners flourish.

This position establish, develop, and manage the smooth operation of the Library alongside teaching appropriate library, research, and literacy skills to individuals, small groups, and whole classes. Create and maintain a visually and intellectually stimulating learning environment that supports and enhances the delivery of the school's educational programs. Ensures the library is a vibrant environment where students can grow their love of reading.

Position:

- Full-time
- School Year
- Salaried, contracted employee
- Full-Time Benefit Eligible / School Year

Reports To: Division Head

Evaluated By: Division Head

Direct Reports: None

Qualifications:

- Minimum of a BS/BA in Education or related field.
- Applicable Iowa License (or is able to obtain for the position).
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Committed to the mission of DMC: *Equipping minds and nurturing hearts to impact the world for Christ.*
- A teacher and learner at heart who loves students of all ages and exudes enthusiasm for shepherding the growth of children.
- Demonstrates consistent spiritual leadership.
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem-solving skills.
- Demonstrates effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Demonstrates patience, care, and kindness for all learners and families.
- Demonstrated ability to work collaboratively as part of a team.



Library Specific Responsibilities:

- Teaches information literacy and problem-solving skills that support student research and personal investigation.
- Teaches all grade levels and support all curricular areas in the school.
- Teaches students and staff how to access, evaluate and use information from a variety of sources.
- Promotes literacy and the enjoyment of reading, viewing and listening.
- Creates and implements procedures for library media center operations, which may include but are not limited to:
 - Budgeting
 - Selection and acquisition
 - Cataloging and processing
 - Training and supervision of library volunteers and student workers
 - Organizing bi-annual book fairs
 - Implementing reading incentive programs

Responsibilities:

- Ensures the DMC mission drives all curricular and extracurricular activities.
- Exhibits a love of teaching and a passion to see each student succeed.
- Develops trusting, productive relationships with students to create a safe, positive, and productive learning environment.
- Integrates a Biblical Worldview in daily instruction that examines God's creation, man's brokenness, the redemption of Christ, and God's future restoration. Coupled with classroom discussion, faculty create formational learning experiences that engage students in real-world opportunities to impact the world for Christ.
- Possesses knowledge about the cognitive, emotional, and social development of K-5 learners including how students learn at any given developmental level, how students progress in a certain subject area, awareness of individual needs and abilities, and how to tailor instruction to meet each learner's needs.
- Serves as a collaborative, productive team member who participates in Christian professional learning communities, school events, department meetings, and other committee work that enhances the experience for faculty and students at Des Moines Christian School.
- Engages in ongoing professional growth conversations with their leader.
- Partners with parents through effective, consistent communication.
- All other duties as assigned.