

LANSING CHRISTIAN SCHOOL

Job Posting: Middle School/High School Librarian

Title: Middle School/High School Librarian – Full or Part Time

Reports to: Director of Strategic Initiatives

Supervises: Not applicable

Position Summary

The Middle School/High School Librarian helps organize and maintain the library and supports the [LCS Mission](#) by promoting the appreciation of quality literature and effective research and information skills.

Success in this Role

- Demonstrates a love for reading, literacy, and quality literature.
- Effective communication skills and able to work collaboratively with others.
- Highly organized and detail orientated.
- Demonstrates genuine care for students while fostering an orderly learning environment.
- Handles tasks in a positive, professional manner.

Overall Responsibilities

- Cultivate a library collection that supports the school's mission, [educational philosophy](#), [biblical worldview](#), and [liberal arts curriculum](#).
- Maintain the library as a functional, attractive, and orderly environment for the optimal use of students and staff.

Duties and Tasks

- Manage the collection through cataloging, circulation, annual inventory, weeding, labeling, general repairs, replacement of materials, library notices, and recommendations for purchases to improve the collection.
- Help students practice effective research skills, exercise discernment in the use of information resources, and develop lifelong habits of reading.
- Support teachers with library-related activities.
- Supervise students and maintain a positive, orderly environment conducive to learning.
- Other duties as assigned.

Qualifications

- Minimum of associate's degree or equivalent.
- Demonstrated proficiency with personal computers and basic software applications.
- Active member in a local Christian church whose beliefs and practices align with the school's Doctrinal Statement and policies

To apply for this position, send a cover letter, resume, copy of transcripts, 2 letters of recommendation, and Employment Application (including signed Doctrinal Statement) to:

Dr. Jeremy Zajicek, Head of School

Lansing Christian School, 3405 Belle Chase Way, Lansing MI 48911

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