

**Oak Park and River Forest High School**  
**District 200**

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**Position Description**

<b>Position:</b>	Librarian
<b>Classification and Status:</b>	Faculty
<b>Term:</b>	School Year
<b>Salary and Benefits:</b>	Per Faculty Contract
<b>Reports to:</b>	Library Services Department Chair
<b>Qualifications:</b>	Illinois Library Media Certification for Secondary Education-- required ALA Accredited Masters in Library and Information Science—highly desirable High school library and teaching experience -- desirable

**Position Summary:**

The librarian demonstrates knowledge of best practices in librarianship and provides library services to a diverse high school community. The librarian is responsive to the information needs of all students, and along with teachers and administrators strives to create a culture of learning.

**Position Responsibilities:**

Include but are not limited to:

- Promote information literacy for all students through individual and group instruction.
- Collaborate with teachers to develop meaningful library experiences for all students.
- Create a respectful and welcoming library environment for all.
- Develop and maintain library collections.
- Collaborate with teachers to develop assignments that address the Illinois Learning Standards.
- Understand the mechanics of cataloging and organizing information.
- Communicate with students and faculty about the library resources and services.
- Understand emerging technologies and their value to the library program.
- Promote reading through literature-based programs.
- Participate in division meetings, staffing decisions, and school-wide committees.
- Engage in professional continuing education.
- Perform a supervisory duty in accordance with the faculty contract.
- Other duties as assigned by the Department Chair.

**Physical/Visual Demands**

No unusual physical or visual demands.

**Environmental Conditions**

Responsibilities are conducted in a single high school district with standard office conditions. Offices may be with or without windows.

Interested candidates should submit an on-line application, a letter of interest, current resume and three letters of recommendation as directed below. A review of applications will begin early in 2010

**Materials must be scanned online with inquiries directed to:**

Jason Edgecombe  
Assistant Superintendent  
Office of Human Resources  
Oak Park & River Forest High School  
201 North Scoville Avenue  
Oak Park, IL 60302  
(708-434-3515)  
[www.oprfhs.org](http://www.oprfhs.org)

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**applications from underrepresented individuals.**