

**Mission** To disciple children for Christ, now and for all eternity, and to train them in excellence for their roles in their family, church, community, workplace, and country

**Vision** We are a national model of Biblical living, individual and community transformation, and exceptional educational outcomes. We are salt and light to the glory of God.

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**Core Values** Christ First • Biblical Discipleship • Sacrificial Love • Radical Expectations

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## KSC Librarian

**Reports to:** Campus Operations Director

**Qualifications:** Possesses a humble spirit, a growth mindset, and an unrelenting I AM THIRD mentality. Bachelor's Degree (or higher degree in education). Capacity to deliver instruction effectively and commitment to respect the theology of the WELS. Has a passion for reading and sharing the love of reading with students.

**Position Objective:** To serve St. Marcus Lutheran Church and School with Christian character by supporting the students and their families in the library/classroom and by providing exemplary Christian education.

**Compensation:** Compensation will be commensurate with experience.

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## Responsibilities & Duties

### A. Spiritual Expectations:

- Model a Christ-like example both in and out of the classroom, always representing our Savior and reflecting His love

### B. Professional Expectations:

- Demonstrates responsibility and professionalism towards job responsibilities
- Understand and support the philosophies and purposes of the school and church.
- Build relationships with church and school families
- As a Christian educator, he/she has knowledge and understanding of spiritual, social, emotional, physical, and intellectual development of children
- Provide instructional and non-instructional support to students, families, teachers, and staff members
- Have a collaborative and cooperative relationship with school leaders
- Follow the guidelines outlined in organizational handbooks
- Exhibit a growth mindset and commit to professional development
- Attend mandatory staff trainings and meetings

### C. Educational Expectations:

- Plan and implement instruction following the St. Marcus curriculum, contributing to student growth and development
- Use a variety of assessment tools & processes to monitor student learning; provide feedback to students & parents
- Complete quarterly progress reports and report cards for each student in the classroom
- Mentor and support students as well as serve as a staff member point of contact for parents
- Complete required parent/teacher conferences and home visits
- Participate in outreach activities for the school, allowing students to interact with the community & learn outside of the classroom
- Build and nurture positive relationships with students and parents
- Adhere to the teacher commitments in the St. Marcus Staff Expectations and Moral Code of Conduct

### D. Meet Expectations of St. Marcus Staff:

- Normal weekday school hours are from 7:00 AM to 4:00 PM
- Demonstrates responsibility and professionalism towards job responsibilities
- Be available by phone to staff members and St. Marcus families, including after school hours and on weekends
- Uphold the code of conduct and school policies

### E. Specific responsibilities:

- Create a library environment where all students are inspired to learn and love to read.
- Organize and label all library resources according to children's reading level so they are easy to locate
- Facilitate Library Classes where students return their books and check out new reading materials, prepare read-alouds, book talks, lesson plans, etc. to facilitate students' love for reading.
- Communicate library expectations and maintain a focused and silent library atmosphere

- Calculate midterm and end-of-quarter grades for over 200 students. Enter Grades into Skyward Quarterly
- Coordinate the Scholastic Book Fair as well as facilitate volunteers who may want to read with scholars
- Coordinate the Home Libraries for Kids (HLFK) program
- Evaluate library inventory needs and place orders (labels, barcodes, new books, library reading awards/pins; library resources)
- Utilize Clever to access the Renaissance Learning Management System (LMS)
- Communicate with classroom teachers' goals & grades regularly
- Track student growth on bulletin board charts weekly
- Post library class announcements (quarterly) on Class Dojo so parents are tuned in to library progress
- Classroom support, subbing, and small group interventions where needed, on days/times when there are no students scheduled in the Library
- Assist with Arrival and Dismissal process daily
- Other duties as assigned

**Applicants should send a cover letter, a resume, and references to [schooljobs@stmarcus.org](mailto:schooljobs@stmarcus.org).**