JOB TITLE: Librarian and Technology Specialist  
REPORTS TO: Library Director  
CLASSIFICATION: Full Time / Exempt

At Marin Academy, our unique educational approach inspires teachers and students to work side-by-side every day immersing themselves deeply in their subjects while honing the ability to think critically and creatively. And because many voices are welcomed and encouraged at MA, our students cultivate the tools they need to live their lives fully—and the inspiration to contribute as compassionate citizens to our world.

The Librarian and Tech Specialist is a full-time position held by an individual with a master’s degree or equivalent experience in library science or other pertinent field. The LTS works in conjunction with the Library Director and the Director of Technology to promote and facilitate all aspects of the library’s and the technology department’s service-oriented mission. We are looking for a person of innovation and imagination to help us advance programming for both the library and the technology department. Specifically, the LTS:

Works with Students
- Serves as a reference librarian
- Creates and teaches/co-teaches lessons and experiences related to information and digital literacy, digital citizenship, database usage, research skills, and other related subjects

Works with Faculty
- Works with faculty to teach students research skills and to develop projects and assignments and to promote information literacy by offering workshops, courses, tutorials and training sessions that promote appropriate technology tools to enhance instruction

Manages Library and Tech Needs
- Upholds the highest professional standards for all library operations, including reference, circulation, cataloging, collection development
- Provides leadership in developing and evaluating technology use for students and faculty
• Provides recommendations to the Library Director, Director of Technology, the Academic Dean, and the Dean of Faculty about advancements in the field of instructional technology and pedagogical best practices
• Helps with staffing the Circulation Desk/Technology Help desk
• Coordinates Summer Reading Program
• Takes primary responsibility for the library’s social media presence

Additional Responsibilities
• Assists with a fund-raising book sale during Back to School Night.
• Other duties as assigned.

Qualifications

• Master’s degree or equivalent experience in library science or pertinent field.
• Demonstrated interest in working with teenagers

MA is in the early years of an ambitious strategic plan which emphasizes interdisciplinary and transdisciplinary teaching and learning, competency-based assessment, and equity and inclusion. Candidates eager to work toward these strategic goals will be prioritized in our search progress. Furthermore, we welcome candidates who are eager to grow in their professional lives and who demonstrate a willingness and an ability to engage in reflection on their practice.

MA values the inclusion of many voices and perspectives, and candidates should have the inclination and experience to work in a diverse community focused on issues of equity and social justice. In addition, we highly value of the student-teacher relationship. Individuals with a demonstrated desire to play roles across the school including but not limited to advising, leading student activities, coaching and/or supporting other key programs are encouraged to apply.

Marin Academy is situated on a 10-acre campus at the base of the hills of San Rafael, CA in the San Francisco Bay Area. As a 9-12 grade independent, college preparatory high school, we have an enrollment of 440 students with academic talent, interest in the arts and athletics, and a passion for a multitude of issues. Our students come from San Francisco, the East Bay, and Sonoma in addition to Marin County. Marin Academy has a block schedule in which classes meet every other day for 75-minute periods.

Marin Academy’s mission statement “asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society.” Marin Academy is an equal opportunity employer and welcomes candidates with a
progressive and innovative mindset and a commitment to diversity, equity and inclusion in the workplace. Salary and benefits are very competitive.

For more information about Marin Academy, please visit our website (www.ma.org).

Interested candidates are requested to submit a cover letter and resume to Derek Anderson, Library Director (library@ma.org).