



Life Academy International operates as a ministry of Christ's Commission Fellowship (CCF) and affirms the church's Statement of Faith as a faithful expression of historic, evangelical Christian doctrine.

School Librarian

Life Academy International (LAI) is seeking a highly qualified, Christ-centered School Librarian to foster a dynamic, resource-rich learning environment that supports both academic excellence and spiritual growth. The ideal candidate will be a committed follower of Christ who embraces LAI's mission and vision. This librarian will manage, organize, and develop the school's library resources, ensuring students and faculty have access to high-quality materials that inspire learning, curiosity, and critical thinking.

The successful candidate will have a Bachelor's degree in Library and Information Science, with at least two years of relevant experience. They will be skilled in cataloging, collection development, database management, and library technology, including maintaining the library website and coordinating with departments to source resources efficiently. Strong administrative, organizational, and interpersonal skills are essential, as the librarian will provide orientations, support reference services, and manage library operations effectively.

The School Librarian will work closely with all members of the library team and school staff to create a welcoming and inclusive library environment. They will oversee day-to-day library functions, including shelving, weeding, arranging the library floor plan, and facilitating ad hoc projects. Above all, the librarian will model Christlike character, guiding students to develop a love for learning, integrity, and discernment in their academic and spiritual journeys.

Core Library Competencies

Competency	Description
Christian Stewardship of Knowledge	Models integrity, respect, and responsibility in the handling and sharing of information. Encourages students to treat learning resources as gifts to be used wisely, honestly, and for growth in character and wisdom.
Library Orientation & Reference Support	Conducts orientation sessions for students and faculty explaining policies, procedures, and proper use of facilities. Provides assistance in locating materials, answering inquiries, and supporting research activities.
Cataloging & Collection Organization	Accurately classifies and processes new and existing materials using standard library systems (e.g., Koha). Ensures resources are searchable, properly labeled, and easy to access.

Collection Development & Weeding	Reviews collection regularly to remove outdated, damaged, or duplicate items and recommends new resources aligned with curriculum and student needs.
Library Systems & Digital Management	Maintains and updates the library database and website in coordination with team members and service providers. Utilizes library software, spreadsheets, and online tools for circulation tracking and reporting.
Resource Coordination with Faculty	Works with departments to identify required materials, acquire learning resources, and support classroom instruction and projects.
Facility Organization & User Experience	Maintains an orderly, welcoming, and functional library layout that promotes reading, research, and quiet study habits.
Administrative & Technical Skills	Uses productivity tools (Excel, PowerPoint, internet databases) to manage records, prepare reports, and assist with presentations and library activities.
Communication & Service Orientation	Engages respectfully with students, teachers, and staff from diverse backgrounds, providing clear guidance and helpful assistance.
Safety, Compliance & Responsibility	Follows school policies and safety procedures, reports hazards or incidents promptly, and ensures responsible handling of school property and equipment.
Collaboration & Team Participation	Works cooperatively with the Library Team and school personnel, communicating concerns and solutions effectively.
Promotion of Reading & Independent Learning	Encourages regular library use and nurtures students' curiosity, study habits, and appreciation for reading and research.

Core Faith and Professional Commitments

Faithful Conduct in Service

- Honor the school's Statement of Faith through everyday actions and decisions.
- Exhibit honesty, patience, and respect when assisting learners and colleagues.
- Handle books, media, and information with care, recognizing learning resources as entrusted responsibilities.

Guidance in Learning & Inquiry

- Help students develop good study habits and thoughtful research practices.
- Encourage proper attribution of sources and responsible use of information.
- Support curiosity and meaningful exploration through reading and independent study.

Supportive Community Engagement

- Offer approachable, helpful assistance to students, faculty, and visitors using the library.
- Maintain positive working relationships across departments and communicate clearly when needs arise.
- Provide assistance suited to varied ages, learning styles, and academic needs.

Collection Care & Development

- Process and arrange materials so users can locate them easily and accurately.
- Regularly review holdings and remove outdated, damaged, or duplicate items.
- Coordinate with teachers to obtain materials that reinforce classroom learning.

Daily Operations & Environment

- Introduce library policies, rules, and services to students and faculty.
- Maintain an orderly, quiet, and welcoming study space.
- Assist with ongoing activities and tasks that keep library services functioning efficiently.

Digital Systems & Records

- Operate and update the library management platform (such as Koha) to keep circulation records accurate.
 - Assist with maintaining online library resources and system updates.
 - Use office and database tools to track materials, prepare lists, and organize information.
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Required Qualifications – School Librarian

Education & Experience

- Bachelor's degree in Library and Information Science.
- Must be a Registered Librarian (RL)
- At least two years of relevant experience in library or educational settings.

Library Knowledge

- Understanding of classification, cataloging practices, and resource organization.
- Familiarity with maintaining collections and supporting academic research needs.

Professional Abilities

- **Communication:** Clear, courteous interaction with learners and staff.
- **Organization:** Careful record-keeping and attention to detail in processing materials.
- **Interpersonal:** Comfortable assisting people from varied backgrounds and age groups.
- **Task Management:** Able to handle routine duties and additional assignments efficiently.
- **Reliability:** Consistent and careful in completing responsibilities on schedule.

Technology Competence

- Working knowledge of MS Excel and MS PowerPoint.
- Comfortable using internet resources and information databases.
- Experience with library automation systems (e.g., Koha).
- Ability to help maintain digital library records and online services.

Job Description Acknowledgement Form

I have received, reviewed, and fully understand the job description for the **School Librarian** position at Life Academy International. I further understand that I am responsible for the satisfactory performance of the essential functions described therein under all outlined conditions.

Employee Name: _____ Date: _____

Employee signature: _____

Human Resources: _____

[**APPLY NOW**](#)