

Full Time**Title: Elementary School Librarian****Location: Lower School**

Description: Iona Preparatory Lower School (Grades PK–8) has an immediate opening for a part time (two days) elementary librarian. The librarian will be responsible for the management of the library's collection and will have 3-6 instructional periods per week along with assigned supervisory responsibilities. The position reports directly to the Lower School Principal and includes, but is not limited to, the following responsibilities:

- Manage and organize the library collection
- Ordering of books and materials for the library
- Engagement with students and teachers to promote and increase use of the library
- Prepare lessons, learning activities, and experiences for students in grades PK-5 based on national, state, and school standards that meet the educational needs of the students
- Provide creative and developmentally-appropriate instruction
- Establish library rules and procedures to ensure students understand what is expected of them
- Effectively use appropriate educational technology
- Collaborate with teachers in grades PK-8 regarding research projects and appropriate library materials for circulation
- Develop and implement a circulation procedure appropriate for the needs of the library
- Effectively collaborate with members of the staff, faculty, and administration of Iona Prep.
- Effectively communicate with parents and students regarding student progress and behavior through phone or electronic means and at parent-teacher conferences
- Perform supervisory duties as assigned
- Respond appropriately and professionally to changes in the work setting

Benefits:

- Professional Development Assistance

Requirements:

- Degree in Library and/or Information Science
- School library experience preferred
- Experience teaching about research and the use of AI preferred

Currently, the position is for Tuesdays and Thursdays, but there may be the possibility for alternate days.

Iona Preparatory School is an equal opportunity employer that is fully committed to being an open, welcoming, embracing and nurturing community, where every young man and each employee holds a special place in the brotherhood of Iona men.

Interested candidates should [click here](#) to submit a letter of interest and resume.

Start Date: August 27, 2025**Salary: \$19,814-\$32,296****Contact Name: Mrs. Deirdre Mone, Lower School Principal dmone@ionaprep.org**