



**Holy Cross School  
631 S State Street  
Dover, DE 19901  
(302) 302.674.5787**

**Part-Time Librarian**

The librarian is a part-time teaching position responsible for student instruction in creating library skills.

**Responsibilities include, but are not limited to:**

**1. Engagement with Students**

- Read books to students to engage them in an appreciation of reading.
- Introduce students to different genres of books.
- Assist students in book selections.
- Engage students in lessons pertaining to books and literature.

**2. Library Management**

- Utilize the Librarika library management system to catalog books, check them out, and check them in.
- Catalog and label books with barcode labels.
- Keep track of missing books and email parents for reminders.

**Requirements:**

- Associate or Bachelor's degree in Education or a related field
- Communication and interpersonal skills, with the ability to build and maintain positive relationships with students, parents, faculty, and staff
- Commitment to integrating faith into educational programs and services

All interested applicants should submit a cover letter and resume to the principal, Mallory O'Mara, at [momara@holycrossdover.org](mailto:momara@holycrossdover.org).