



INSTRUCTIONAL ASSISTANT

To Apply

Posted: February 18, 2025

Position Title: Librarian

Job Type: Part-time/ non-exempt

Start Date: September 2025

Organization Name: Grace Cascade Christian Schools

School: Grace Christian Elementary School

Location: Medford, OR 97504

School Website: www.gracechristian.org

Contact Person: Kaylene Brown, Human Resources

Contact Phone: (541) 608-1315

Contact Email: kbrown@gracechristian.org

Minimum Requirements: Previous elementary library experience preferred.

Apply online: www.gracechristian.org/about-us/employment

Job Description

Title: Librarian

Status: Non-Exempt Employee/Classified Hourly

Reports to: Elementary Principal

General Description: The Librarian works collaboratively with staff and students to provide and manage literacy resources in the school library.

QUALIFICATIONS:

Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Supports school's mission, vision, and core values.

Knowledge and Experience

- Must be able to communicate well with students, staff and parents.
- Consistently exhibits a positive attitude toward life and toward people.
- Is a positive example in appearance, posture, language, etc.
- Presents a positive representation to students, parents and the community.

- Works successfully with families and staff.
- Listens to others without interrupting; keeps emotions under control.
- Maintains confidentiality.
- Welcomes counsel and criticism.
- Ability to interact appropriately in potentially volatile situations.
- Excellent organization, cataloguing, and numeracy skills.

ESSENTIAL FUNCTIONS

Spiritual Leadership

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration and staff.

Position Responsibilities

- Purchases, develops, and maintains a collection of resources appropriate with school age and grade levels.
- Manages online book inventory system and provides guidance and instruction to students, staff, and parents.
- Plans and implements yearly bookfair.
- Prepares and facilitates Library sessions for each grade level. Plans class and school contests and incentives throughout the year.
- Collaborates with teachers and their literacy needs in the classroom.
- Records, tracks, and collects late book return fees.
- Cultivates meaningful library experiences that promotes a love of reading and lifelong learning.
- Facilitates parent volunteers to assist in the Library when necessary.
- Provides support for classroom teachers and staff.
- Assists and monitors students throughout the school as assigned by administration.
- Completes all trainings and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.

Physical Demands

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and Stand for extended periods of time.
- Exhibit manual dexterity to dial a telephone, enter data into a computer.
- See and read a computer screen and printed material with or without vision aides.
- Hear and understand speech at normal classroom levels outdoors and on the telephone.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone.

- Physical agility to lift up to 25 pounds.
- Ability to bend, stoop, climb stairs and reach overhead.

***Note:** This job description in no way states or implies that these are the only duties to be performed by this employee. This employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time.*