



**WELLESLEY PUBLIC SCHOOLS**  
**Wellesley, MA**  
**Job Description**

**Title:** Librarian

**Job Summary:** The primary goal of the Librarian is to ensure that students and staff are effective, ethical users of ideas and information while instilling a love of learning and ensuring equitable access for all. This role empowers students to become critical thinkers, enthusiastic readers, and skillful researchers by collaborating with teachers and specialists to design and implement instructional lessons and units. The Librarian also provides essential leadership and expertise to ensure the school library program is fully integrated with and aligned to the mission, goals, and objectives of the school and district.

**Performance Responsibilities:**

- Apply the American Association of School Librarians (AASL) standards to instruction, curriculum partnership, and educational technology.
- Facilitate and lead strong student-centered, student-led instruction.
- Collaborate with teachers and administration on curriculum and project development.
- Promote and lead opportunities that encourage academic research and the development of multiple literacies for students and faculty.
- Serve as a resource to organize, synthesize, and communicate resources that reflect WPS's commitment to diversity, equity, and belonging.
- Continually evaluate, procure, and promote the library's database and research resources.
- Pursue ongoing professional development of evolving trends in curriculum, library design, and 21st-century learning to facilitate the changing needs of learners and faculty.

**Qualifications:**

- MA State certification as a Library teacher.
- Master's degree preferred from a program accredited by the American Library Association or from a master's level program in library and information studies.
- Curriculum design & development experience, as well as a working knowledge of reading trends and literacy instruction.
- Competency in both print and non-print materials and educational technology.
- Experience with a variety of technology applications; design thinking and their integration into the curriculum.
- Commitment to equity and culturally responsive teaching practices.
- Ability to engage and motivate all students, including students with disabilities and emergent bilingual (English Learners - EL) students in a student-centered approach using a variety of

individual, small groups, large groups, technology-based, and other high-interest teaching strategies.

**Evaluated by:** Director of Libraries & Innovation

**Work Year:** In accordance with with terms of the Unit A collective bargaining agreement

**Salary/Benefits:** In accordance with with terms of the Unit A collective bargaining agreement

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

**Non-Discrimination Statement:**

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

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