

Orangeburg Preparatory Schools, Inc. seeks a dedicated and enthusiastic **Middle and High School Librarian** to join our team. This position plays a vital role in fostering a love for reading, supporting research and technology integration, and maintaining a dynamic library environment for students in grades 6-12.

Key Responsibilities:

- Manage and oversee the daily operations of the middle and high school library.
- Develop and maintain a diverse collection of books, digital resources, and research materials.
- Support students and faculty in research, digital literacy, and information retrieval.
- Collaborate with teachers to integrate library resources into the curriculum.
- Foster a welcoming environment that encourages independent reading and learning.
- Maintain library records and ensure proper organization of materials.
- Stay current with educational technology and digital resource trends.
- Oversees peer tutoring center.
- Sponsor clubs/groups and manage school events.

Qualifications:

- Master's degree in library science or a related field.
- Experience working in a school library setting preferred.
- Strong organizational and technology skills.
- Passion for promoting literacy and lifelong learning.
- Excellent communication and interpersonal skills.

How to Apply:

Interested candidates should submit a **resume, cover letter, and references** to Libby Ray at lray@orangeburgprep.com.