



Library Supervisor

(Classified Staff Level A Salary Placement)

10 month - Full Time - 40 hours per week

(\$27.22 - \$39.32 per hour, commensurate with education and experience)

August 1st through May 31st*

(*contracted dates are determined once school start date is set annually)

Specific Job Duties:

- Actively supervise students in the library before school, during their off-periods, and after school
- Be a visible and welcoming presence in the library and help to maintain an environment conducive to studying
- Perform basic circulation tasks such as checking in and out library materials, renewing items, and updating item records
- Manage study room reservations
- Process and organize incoming circulating materials with support from Head Librarian
- Assist in the training of parent and student volunteers
- Assist students in basic technological questions such as printing or WIFI issues
- Assist with the maintenance of in-house web pages using LibGuides and Canvas
- Participate in other on-campus events as directed by the Head Librarian or in collaboration with other departments

Workday specifics:

- The library is open from 7:30am - 4:30 pm every school day, and the library supervisor will work an 8-hour shift within this period. Specific schedule to be discussed with the Head Librarian.
- Attendance not required on all school holidays and vacation periods.
- Attendance not required, June 1 – July 31, annually. This is a 10 month contract.

Desired Qualifications:

- Bachelor's degree from an accredited institution preferred
- Experience working in a library or school preferred
- Experience with Google Suite and Microsoft Suite

- Commitment to creating diverse, equitable, and inclusive learning environments for all students

Compensation:

Hourly classified staff A level position with full benefits. Hourly range \$27.22 - 39.32. Pay rate commensurate with experience.

Hiring Timeline:

Ideally, the Library Supervisor can undertake their duties as soon as possible.

To apply, please send a cover letter and resume to Head Librarian Lindsey Timpone at ltimpone@mitty.com no later than September 8, 2025.

About the School:

Archbishop Mitty High School is the Catholic, coeducational, college preparatory high school of the Diocese of San Jose. Through its rigorous academic program, the School prepares students for college and for responsible leadership in a global society. At the same time, the School works diligently alongside parents to foster the personal, academic, and spiritual development of each student. Recognizing that each individual is created in the image and likeness of God, the School celebrates and affirms its diverse cultural community while developing students who are intellectually competent, just, faith-filled, respectful leaders.

Ensuring an Inclusive Community

In keeping with our mission that states we are all made in the image and likeness of God, Archbishop Mitty High School takes seriously our commitment towards ensuring a more inclusive environment for all. We welcome applicants from diverse backgrounds and experiences to help us support our desire to live our mission more fully. Archbishop Mitty High School is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, sex, religious affiliation, pregnancy, childbirth, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, genetic information, or any other category protected under federal or local law.