

**Centennial School of Lehigh University** announces a vacancy in the following position: **SCHOOL LIBRARIAN**

Centennial School of Lehigh University is seeking applications from qualified candidates for a part-time school librarian position for the 2021-2022 academic year. Candidates must have a Bachelor's Degree with certification from the Pennsylvania Department of Education in the area of Library Science PK-12 or willingness to obtain certification. Applicants should possess a 3.0 overall grade point average, a desire to work with children and youth having emotional disabilities and autism, and a willingness to collaborate with aspiring teachers and leaders. Responsibilities include maintaining a neat and welcoming environment, selecting and ordering all physical and digital materials, maintaining the library database, responding to program needs by assisting teachers in acquiring materials, organizing book fairs, and sharing professional resources. Preferred candidate skills include an ability to teach digital citizenship, web tools and applications, browser usage, and media creation.

Effective Date: October 18, 2021

Interested and qualified candidates should submit a letter of interest, resume, college transcripts, and the names, addresses, and phone numbers of three references. To apply for a position, please email the application materials to [incenthr@lehigh.edu](mailto:incenthr@lehigh.edu).

Pre-employment paperwork requirements include PA State Police Clearance (Act 34); Child Abuse Clearance (Act 151); FBI Fingerprint Clearance (Act 114); School Employee Health Form (Physical and TB test); Sexual Misconduct/Abuse Disclosure Release Forms (Act 168).

Lehigh University is an affirmative action/equal opportunity employer and does not discriminate on the basis of age, color, disability, gender, gender identity, genetic information, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status. Lehigh University provides comprehensive benefits including partner benefits.

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