



## REDWOOD DAY

### Assistant Librarian

Redwood Day  
3245 Sheffield Avenue  
Oakland, CA 94602  
[www.rdschool.org](http://www.rdschool.org)

Redwood Day's K-8 program includes over 400 students and 80+ faculty and staff, all learning together on our 4-acre campus in the heart of Oakland. Everything we do is designed to keep every child engaged and growing. Academically, that means a world-class curriculum, the best teachers, and a focus on the individual student. Socially and emotionally, we teach students to work through challenges, respect each other's differences, and honor their diverse community. We find great strength in multiple perspectives and embrace every opportunity to weave diversity in thought and action into our social, emotional, and academic lives.

#### **Job Description**

The part-time (0.50 FTE) Assistant Librarian supports the Head Librarian in our K-8 library, which houses over 14,000 volumes in a beautiful space. We are seeking an individual with a passion for books and information literacy who will plan and teach library curriculum in weekly scheduled lower school (K-5) classes, as well as assist with typical library maintenance, displays, and programming. In collaboration with the Head Librarian, the Assistant Librarian may also be asked to assist with online databases, student research projects, faculty support, and parent education as needed. Applicants should have a strong commitment to working in a diverse community.

Additional responsibilities include active involvement in collaborative divisional meetings, supervisory duties, and participation in various student and community activities and events.

#### **Desired Qualifications**

The Assistant Librarian is committed to the mission and vision of Redwood Day and possesses the following characteristics:

- Bachelor of Arts/Science
- Masters in Library Science or coursework in library science preferred
- Experience working in a library preferred
- Candidate must have strong rapport with children and effective classroom management skills
- Demonstrated commitment to creating diverse, equitable, and inclusive learning environments for all students
- Experience working with lower school (K-5) students and parents

- Experience working in a school setting and partnering with community members
- Strong communication and organizational skills; motivation to work as part of a collaborative team
- Knowledge of and enthusiasm for diverse children's literature
- Knowledge of library technology and instructional technology integration

### **Essential Job Requirements**

#### Teaching

- With support from Head Librarian, develop and implement read alouds and lessons on information literacy and digital citizenship
- Teach Kindergarten, First, and Second grade library classes
- Support library classes and projects in other grades as needed
- Work with classroom teachers to assist in curating and sharing information resources that support curriculum

#### Circulation and Catalog

- Check in/out library materials
- Shelf incoming books and materials

#### Library Management

- Help maintain a clean, welcoming, inclusive library space
- Help students, faculty, staff, and family members access and navigate the library collection
- Create displays, signage, and materials for students, faculty, and families
- Help recruit and train library volunteers
- Promote library services and resources to students, faculty, staff, and families

#### Assist with collection management

- Assist in building and maintaining the library collection
- In conjunction with the Head Librarian, remove outdated, unused, or damaged books from the library shelves and computer catalog
- As needed, help process new materials coming into the library

### **Schedule and Hours**

This a part-time (0.50 FTE) non-exempt position, beginning August 2021.

### **Compensation/Benefits**

Redwood Day offers highly competitive compensation and benefits. Redwood Day faculty and staff who are employed at least 50% of full-time are eligible to receive all school-paid benefits in proportion to their percentage of full-time status.

### **Apply**

Please submit a cover letter, resume, and [Redwood Day Employment Application](#) and submit it electronically by April 28, 2021 to [assistantlibrarian2021@rdschool.org](mailto:assistantlibrarian2021@rdschool.org). No phone calls, please.

### **Limitations and Disclaimer**

The listed job responsibilities are meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities associated with the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Employment at Redwood Day is "at-will". All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Offers contingent on passing background check and TB test.

### **Non-Discrimination Policy**

Redwood Day is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. School policy prohibits unlawful discrimination based on race (including traits historically associated with race, including but not limited to, hair texture and protective hairstyles), religion (including religious beliefs, observance or practice, including religious dress or grooming practices), color, sex (including gender, gender identity, gender expression, transgender, transitioned, transitioning or perceived to be transitioning), sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, citizenship status, marital status, pregnancy and breastfeeding, age, medical condition, genetic characteristics or information, military and veteran status, and physical or mental disability, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. In addition, Redwood Day does not permit discrimination based on dressing consistently with one's gender identity or gender expression, or preferred gender, name, or pronoun usage.

### **Authorized Employment Status**

As required by federal law, all offers of employment are contingent on verification of an applicant or employee's authorization for lawful employment in the United States at the start of their employment. Please note, the School does not sponsor applicants for employment-related visas.