LIBRARIAN JOB DESCRIPTION

We are seeking a culturally competent librarian for grades K-5 to work with a dedicated and diverse community. The Aurora School library is one of the largest in East Bay independent schools with over 10,000 books for children to borrow every week. We are seeking an energetic and enthusiastic Librarian for at part-time role (15-20 hours per week) managing our diverse collection and teaching students. The ideal candidate would be an experienced librarian or teacher with a passion for books, reading, and children in grades K-5.

PURPOSE OF POSITION

• To ensure that the school library program, goals, and objectives are aligned with Aurora’s mission.
• To empower students to be critical thinkers, enthusiastic readers, skillful researchers, lifelong learners, and ethical users of information.
• To instill a love of learning in all students and ensure equitable access to information.
• To support classroom teachers’ curriculum.

Reports to: Head of School

Supervises: Parent Volunteers

ROLES AND RESPONSIBILITIES

Teaching:

• Develop and ensure that the library curriculum includes the full range of literacy skills, including information, media, visual, digital, and technological literacy.
• Plan, organize, and teach approximately six, 45-minute library classes per week to students in grades K-5 on Tuesdays and Thursdays.
• Create and maintain a teaching and learning environment that is inviting, safe, flexible, and conducive to student learning.
• Teach engaging inquiry and learning experiences that incorporate multiple literacies and foster critical thinking, enthusiastic readers, skillful researchers, and ethical users of information.
• Expose students to diverse viewpoints and genres.
• Complete student progress reports.

Administration:

• Provide and plan professional development opportunities for staff on how to the use of the library.
• Administer the school library budget to support specific program goals.
• Use effective technology applications for database management purposes.
• Lead, organize, and host the fall (Independent) and spring (Scholastic) book fairs.
• Strategically plan for the continuous improvement of the program.
• Organize yearly author visit for students and parents.
• Attend meetings and scheduled staff in-services.
• Attend three after-hours school-wide events per year: Back-to-School Night (September), Family Open House (November and December), and Graduation (June).
• Obtain substitute if absent and provide lessons for substitute.

REQUIRED SKILLS AND EXPERIENCE:

• Bachelor’s degree in Elementary Education or equivalent
• Previous teaching/library experience and ability to integrate technology
• Strong commitment to working in a diverse community.

PREFERRED SKILLS AND EXPERIENCE:

• Teacher credential as specified under state regulations
• Strong background in early literacy
• Strong interpersonal and communication skills
• Knowledge of and proficiency with technology and commitment to the unique role it plays in the education arena of the 21st century
• Experience with L4U library catalogue database

TERMS OF EMPLOYMENT:

Start Date: August 2020

Schedule: Two days per week. Mid-August through early-June.

Salary Range: Commensurate with experience

To Apply: Submit a job application, cover letter and resume to our Human Resources Coordinator at hr@auroraschool.org. No phone calls, please.

About Aurora School:
Aurora employs some of the most talented credentialed teachers, substitute teachers, and administrative staff in the San Francisco Bay Area. We are a collegial community of educators and administrators who care deeply about nurturing and empowering our students. Aurora offers a close knit and collaborative approach to educating both heart smart and head smart leaders. We welcome creative, energetic team members who embody a love for learning, passion for kids, and a sense of humor. Diversity, in all forms, is critical to our mission, and we welcome all qualified candidates to apply.

Aurora School is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and expression, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration.