

The Nueva School: Upper School Librarian - Temporary Leave Replacement

August to November, 2023

The Nueva School would like to find a temporary high-school librarian for the first couple months of this upcoming fall semester, to help staff our Writing & Research Center (WRC) while our full-time librarian is on leave. This role would cover a streamlined set of responsibilities, working directly with our students in grades 9-12, faculty, and staff, and maintaining our library collection. You'd partner with the Center's director—lots of orientation support and chances to design things together. It's a great opportunity for a short-term sample of library life in a collaborative, fast-paced community! We'd be happy to consider full-time support (8am-4:30pm, M-F) or part-time (such as 2 or 3 days a week).

The Writing & Research Center is a versatile two-story space, with a fireplace reading area, and a main room with bookshelves, comfortable seating, and moveable desks and chairs. The librarian usually spends much of a day at the front welcome desk or other study area, and there is also a private librarian's office. Students and faculty alike come here to study and socialize, to see friends and to find a quiet corner, sometimes to bring in a group for a project or presentation. It's not a silent space, but a considerate one.

Our airy, multi-use space serves a school for gifted learners; this is a relatively young division in a long-established independent school, so our library collection is carefully curated and modestly sized. We'd like to find a teammate who brings a warm and enthusiastic presence to this learning hub, who will pitch into the daily steps that make the Center an inclusive, inspiring, and comfortable space for everyone.

We'd like someone who's got a keen eye for details and who can easily juggle a handful of different activities in a given day. Nueva promises a fast-changing, exciting pace; our staff and students have a roll-up-our-sleeves approach to trying out new projects and ideas.

Position Responsibilities

- Welcoming people at the front desk; handling check-outs/check-ins
- Helping students and teachers with research or other library-related questions with a friendly "deskside manner" (got some great recommendations to entice teen students? we're all ears!)
- Assist with faculty book orders
- Selecting and processing new titles for our collection

- Collaborate on book displays, decorations, student-work set-ups, other ways to spruce up the “third teacher” space
- Reshelving books (Dewey system)
- Some basic record-keeping / tracking of library use
- A quick “morning rounds” and day-to-day maintenance of the overall space

Position Qualifications

- Strong collaboration, communication, and administrative skills, with a knack for efficient organization
- Comfortable with moderate levels of tech such as Google Workspace, LibGuides etc. (if you’re on very friendly terms with spreadsheets, even better)
- Solid understanding of evaluating sources; able to explain key qualities of library resources such as databases
- Comfortable with basic design tools like Canva; display set-up such as hanging posters; preferably able to move items, such as lifting small boxes of books, rearranging chairs or lightweight tables, etc.
- BA or MA in Library, Information Sciences and/or Education from an accredited college or university.
- Preferably, candidates will have at least a year of relevant professional experience in library, information sciences and/or education.

Compensation/Benefits

The salary for this 40-hour-per-week position will range from \$6,500 to \$8,000 per month. The salary is based upon, but not limited to, several factors that include type and years of creditable experience, education level, and expertise. The monthly salary will be prorated for less than full-time work.

To Apply

Please submit a cover letter, résumé, and the contact information and job title for at least three professional references at <https://nuevaschool.applytojob.com/apply>. If you have questions about this position, please contact Scott Bowers, Director of Human Resources, at (sbowers@nuevaschool.org).

The Nueva School is an Equal Opportunity Employer – we do not discriminate against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability or sex. We welcome applications from people of color and those with experience outside the education field.