

Job Description

Job Title: Library Assistant
Status: Part-time, Non-exempt, 10 month position
Reports to: Library Director
Library

Summary

This is a 25 hour per week position in both the lower school (K-5) and main (6-12) libraries. As a member of the Head-Royce Library team, the candidate will work with learners K-adult in a community of 1075 members. Priorities will be set to maximize contributions to the overall goals of the libraries which are determined annually. However, duties may be modified depending on particular experience/expertise. Summer hours may be available in other departments on campus.

Skills

The Library Assistant will know, or be willing to learn how to do the following:

- Assist in facilitating a welcoming, engaging, environment while promoting a quiet atmosphere, general order, and neatness
- Assist with exploration of tools and technology
- Catalog and process materials in a variety of formats
- Prepare displays as needed
- Search for and add age-appropriate, authoritative websites to online research guides
- Maintain circulation system; Track overdue materials – generate notices, follow through with students, parents and business office when necessary
- Maintain print collection as necessary: clean, repair, and shelve with assistance of parent volunteers and TA's
- Maintain periodicals collection
- Order and maintain office/cataloging/processing/book repair supplies
- Assist in the preparation of digital learning resources
- Photograph or otherwise document displays and library programs
- Open and/or close the library as scheduled
- Assist with research, ready reference, reader's advisory and other daily patron services to all students, faculty and staff
- Participate in the maintenance and development of diverse, inclusive library collections
- Assist in the supervision of student Library TAs and volunteers

Qualifications

- Experience working with children and/or adolescents and an ability to work effectively with employees and parents
- Comfortable with computers, technology, Web/Library databases and tools, and willing to learn continually
- Ability to work independently and multi-task as an effective team member
- Ability to follow through on long term projects and prioritize projects as necessary
- Strong project management and organizational skills with an attention to detail
- Cataloging and general library clerical experience/coursework
- Ideal candidates will have an understanding of and a genuine fondness for working with students of all ages
- Bachelor's degree required, acceptance to or current enrollment in MLIS program preferred

Other Requirements:

- Must be fully vaccinated (and boosted) against Covid-19 and show proof of negative TB test within the last four years in addition to participation in background screening.

Head-Royce School Overview

Located on a 22-acre campus in Oakland, California, Head-Royce is a pre-eminent, co-educational, independent, K-12 day school in our 136 year. Our mission is to inspire in our students a lifelong love of learning and pursuit of academic excellence, to promote understanding of and respect for diversity that makes our society strong and to encourage active and responsible global citizenship.

Head-Royce enrolls 900 students in the three separate divisions — Lower, Middle and Upper Schools — and provides a dynamic, whole-child education to every student. With our Strategic Plan, Bridge to 2022, the school's current initiatives include advancing an innovative, student-centered program, promoting an inclusive community, driving deeper civic engagement, sustaining a culture of balance and well-being and carefully stewarding our resources.

Other Considerations

Compensation:	Competitive among comparable schools
Location:	Oakland, California
Travel:	Light, though professional development conferences possible
Education:	Bachelor's degree required, advanced degree(s) preferred
Start Date:	Oct 1, 2022
Website:	www.headroyce.org

To Apply

Interested candidates are asked to submit a letter of interest and a current resume. Application materials should be submitted through our [website](#). Priority will be given to applications received before September 30.

Head-Royce School 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 age, color, creed, disability, gender, marital status, national origin or ancestry, race, religion, registered domestic partner status, sexual orientation, physical or mental disability, a medical condition including genetic characteristics, or any other consideration made unlawful by federal, state, or local laws. Head-Royce School seeks to be a community in which every individual is treated with sensitivity, courtesy and respect.