



Head Librarian (Full-time)

Children's Day School (CDS) is a co-educational preschool through eighth grade serving over 470 students in the Mission Dolores neighborhood of San Francisco. Spanning two campuses, and home to a diverse community of students, faculty, and families, CDS is a vibrant learning community. Our teachers practice constructivist teaching; born of “learning by doing,” it is how we achieve excellent academics. We believe by encouraging children to fully engage in complex topics, and in myriad ways, we are giving them tools to become lifelong learners and passionate citizens of the world. To learn more about CDS, visit our website at www.cds-sf.org.

CDS is located on a beautiful, secluded half-acre in the Mission near Dolores Park. Our aftercare program employs the use of indoor classrooms, an environmental ed. kitchen, a woodchips area, a climbing structure, a farm and garden (featuring eleven chickens and two sheep!), and a play yard among the largest of independent schools in the city.

We are seeking an experienced, learner-centered, justice-oriented Head Librarian to lead and further develop the CDS Library program in alignment with the school's mission and core learning beliefs. The All School Librarian has five different roles within our school: a leader, instructional partner, information specialist, teacher, and program administrator.

Dates/Schedule:

- During the school year, the daily schedule is 8:00am - 4:30pm Monday – Friday (hours may vary slightly for meetings). Available to start at school on August 19, 2024.

Responsibilities:

Leader

- Build relationships with organizations and key stakeholders (Boys and Girls Club, SFPL, etc.) to develop an effective school library program that serves both the CDS and Boys and Girls Club Communities
- Advocate for student learning through library programming
- Network with other professionals through participation in local, state, and national organizations (eg. BAISL), staying abreast of emerging trends in librarianship
- Set annual goals for library program development in collaboration with the academic leadership team, and lead the agenda for the bi-weekly Library Team meeting, to track projects and goals.
- Supervise the ECP and Lower School Library Specialist role and other library volunteers (parent volunteers, interns, MS Student Leaders) to ensure that tasks are completed.

Instructional Partner

- Collaborate with faculty in designing and implementing lessons that make effective use of information resources in a variety of formats and integration of information literacy skills throughout the curriculum
- Partner with program staff at the Boys and Girls Club to develop and implement shared programming in the library during after-school hours
- Collaborate with the Director of Curriculum and Program Innovation and the Digital Integration Specialist to ensure alignment of the library curriculum to AASL and ISTE standards

Information Specialist

- Function as the information leader in the school
- Provide staff development opportunities in the use of information resources in a variety of formats and integration of information literacy skills throughout the curriculum
- Serve as the lead and resource on issues such as intellectual freedom and collection development in alignment with our mission, beliefs, and values
- Provide parent education opportunities through various communication tools (eg. parent square, library website, library events)
- Lead and manage the online library presence

Teacher:

- Actively promote reading and library use through such activities as storytelling, book talks, displays, publications, reading programs, and special events (eg. author visits, human library)
- Help students develop attitudes, habits, and skills that will enable them to become lifelong readers and learners.
- Provide group and individual instruction in information literacy skills, research strategies, and use of resources.

Program Administrator:

- Establish yearly and long-term goals for the library media program aligned with the school's mission and learning beliefs.
- Administer the library program, developing policies and procedures to assure efficient operation and services and manage the programming calendar/schedule
- Select, purchase, and process new materials to assure a current and balanced collection representing diverse points of view and with an eye toward social justice
- Prepare and administer the library budget

Educational Requirements and Desired Skills

- An MLIS (Master of Library and Information Science) (required)
- A Teacher Librarian Credential or Teaching Credential (preferred)
- Conversational Spanish (a plus)

- Strong commitment to building a library community where the people, culture, and programming reflect the racial, ethnic, economic, and family diversity of San Francisco.
- A collaborator and thought partner who can inspire and connect faculty to new tools and information resources
- Possess strong organizational, event planning, and project management skills
- Demonstrate the ability to take initiative, work passionately and joyfully, and collaborate effectively with colleagues, students, and parents.
- Proficiency with library management systems and online databases (Destiny/Follett, SORA, etc.)
- Experience supervising library support staff/volunteers and overseeing and managing a program budget.
- Excellent interpersonal skills as well as a great sense of humor.

Compensation

Benchmarked to our faculty salary scale \$62,665 to \$123,280 depending on experience and educational levels, with the opportunity to work during the summer for additional compensation.

Physical Demands of Position

The physical demands described here are representative of those that must be met by a school employee to successfully perform the essential responsibilities and functions. Reasonable accommodation may be requested to enable individuals to perform the essential responsibilities of the job:

- Ability to sit, stand, move, communicate, hear, and read during the course of normal teaching activities;
- Able to think and concentrate for sustained periods of time, and to perform teaching responsibilities with the patience and professionalism required to effectively work with children;
- In-person attendance is necessary to perform essential job functions;
- May be exposed to childhood illnesses.

Clearances Required

Required Screenings: TB Assessment Clearances: Livescan background check and E-Verify
CDS is an equal opportunity employer. Our community is diverse in many ways, inclusive of race/ethnicity, sexual orientation, gender spectrum, age, ability, and more. We welcome and value the same in our faculty and staff.