

Berkwood Hedge School
Librarian

Berkwood Hedge School is seeking forward-thinking candidates for a part-time position for a Lower School Librarian for the 2023/24 school year.

Berkwood Hedge School's curriculum is based on the understanding that children construct their knowledge of the world through hands-on, integrated, and active child-centered learning experiences. The strength of the Berkwood Hedge School constructivist and developmental approach is that it allows children to be creative participants in their own learning. Our teachers support their growth and development across the cognitive, physical, social and moral domains.

The Librarian uses standard library procedures to research, develop, acquire, organize, maintain and make available a balanced and diverse collection of current information, resources, and technology tools for teachers and students for an enhanced and engaging learning environment which are aligned with relevant information literacy and educational technology standards.

The successful candidate will:

- Participate actively in curriculum development, and provide educational leadership in all aspects of school life
- Collaborate effectively with colleagues in all aspects of student learning
- Maintain active and open communication with parents/guardians of the children and with all members of the Berkwood Hedge community
- Wholeheartedly support and manifest the Berkwood Hedge school mission of social justice and equity.
- Be creative, innovative, flexible and responsive
- Have a sense of humor and a growth mindset

RESPONSIBILITIES:

- Assist in facilitating a welcoming, engaging, environment while promoting a quiet atmosphere, general order, and neatness
- Develop and maintain an up-to-date, culturally diverse collection of print and non-print resources appropriate to the curriculum, the learners, the teaching styles, the instructional strategies used, and reflect students' interests.
- Check in/out books and overdues management: reports, notices, and follow-ups
- Managing and maintaining patrons records
- Recommending books and other items for collection
- Manage school-wide library operations, including budget, program, collection

- development, circulation, volunteer training/coordination, and physical space.
- Reshelves books and maintains orderly stacks
- Creating bulletin boards and other presentation materials
- Read Alouds
- Hands on activities based on a book
- Library calendar management
- Fundraising
- Author visits
- Library Events - Book This Evening, Community Read, Parents' Night Out Movie Night, Book Swap, Mrs. Dalloway's School Benefit Sale, Poetry month (April), Mock Newbery, Irma Black, Banned book week.
- Training and overseeing Jr. Librarians

REQUIRED SKILLS:

- Collaborate with classroom teachers to develop assignments that are instructionally sound and include key critical thinking, literacy and social skills and instructional technology
- Maintain print collection as necessary: clean, repair, and shelve with assistance of parent volunteers and TA's.
- Teach students to follow an inquiry process as they ask questions, evaluate, and collect information from multiple sources to construct understanding by thinking critically. Encourage the use of instructional technology to engage students and to improve learning
- Processes books and magazines
- Training parent volunteers and managing library volunteer schedule
- Provide age appropriate classes on information literacy
- Assists students and employees with catalog and database questions/requests ● Ensure flexible and equitable access to resources that support the student's academic and personal learning needs
- Order and maintain office/cataloging/processing/book repair supplies

QUALIFICATIONS:

- A Masters Degree in Library/Information Science (or the equivalent) is required along with advanced understanding of technology and digital literacy programming ● Previous library experience
- Ability to relate well with students and collaborate with faculty
- Strong communication and organizational skills.
- 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

PREFERRED SKILLS:

- Appreciation of the developmental and age characteristics of the students in each grade
- A passion for teaching children and helping them to achieve their best as they teach

- 21st century information skills and promote the appropriate use of technology
- Vast knowledge and deep passion for children's and young adult literature
- Enthusiasm for the mission of the school and for working collaboratively with fellow faculty members

At Berkwood Hedge School, a teacher's engagement includes various activities in addition to teaching and classroom duties, such as giving extra help to students who need it, communicating feedback directly to the Head of School, encouragement of the efforts of colleagues, concern for the appearance of the classroom and of the grounds, promptness in meeting all school obligations and flexibility and cooperation in supporting our school's advancement. Attendance at school events and activities, such as plays, concerts, festivals, and fairs, staff meetings, and open houses is required.

This position is part time and starts mid-August 2023. We look for candidates who thrive on ownership, service, creativity and collaboration. For more information about Berkwood Hedge School, please visit us at berkwood.org. Salary and benefits are commensurate with experience. We will accept applications until the position is filled. Interviews will begin immediately. Please submit a cover letter and resume to Love Weinstock, Head of School at employment@berkwood.org. Cover letter REQUIRED. Resumes received without a cover letter will not be considered.

Berkwood Hedge School actively seeks to build a diverse student, staff and parent community. We are an avid equal opportunity employer and seek applicants who reflect the rich diversity of the Bay Area. We do not discriminate on the basis of age, ancestry, citizenship, ethnicity, family-care status, gender identity, gender expression, marital status, medical condition, disability, race, religion, sex, sexual orientation, or veteran status.