

LIBRARY ASSISTANT INTEGRATIONIST

(Part-Time beginning August 2021)

Responsibilities

Head-Royce School is seeking a culturally responsive, organized, creative, energetic, and enthusiastic Library Assistant to help in our 2 Libraries. This is a part-time position in both the lower school (K-5) and the main (6-12) library. As a member of the Head-Royce Library team, the candidate will work with learners K-adult in a community of 950 members to support our mission of Scholarship, Diversity, and Citizenship. We seek to amplify a student-centered academic program, create a vibrant community of inclusion, and connect with our communities. The Library Assistant/Integrationist will join our team as an instructional partner, information specialist, and collections manager. The Library Integrationist collaborates closely with the Library Director, works with faculty to create project based library related activities, and promotes an appreciation of literature among students. 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

- Demonstrated knowledge and practice of culturally responsive library support
- Strong and demonstrated organizational skills
- Collaborative, collegial, flexible colleague
- Clear communicator with students and colleagues
- Uses technology to enhance the learning and research experience
- Strong project management and organizational skills with an attention to detail
- Ability to work independently and multi-task as an effective team member

Qualifications

- Acceptance to, current enrollment in, or completion of an MLIS program
- Experience working with children and/or adolescents and an ability to work effectively with employees and parents
- Comfortable with computers, technology, Web/Library 2.0 tools, and willing to learn continually
- Demonstrated ability to follow through on long term projects and prioritize projects as necessary
- Cataloging and general library experience

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 with a 134-year history. 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
Education:	Bachelor's degree required
Start Date:	August 2021
Website:	headroyce.org

To Apply

Interested candidates are asked to submit a letter of interest and a current resume. If you have an experience or desire to work with a particular age group, please indicate that in your applications materials. Application materials should be submitted through our [website](http://headroyce.org).

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.

Job Description - to be sent to any candidates who submit materials and you would like to talk to.

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Specific Responsibilities

Information Specialist

- Maintains and processes library collection and develops a library lending model that supports the School's curriculum and fosters a love of reading
- Models and promotes literacy and the enjoyment of reading, viewing and listening
- Helps maintain private and public websites for both libraries
- Creates, implements, and assesses plans and procedures for library operations, which may include, but are not limited to selection, acquisition, cataloging and processing, access, student and teacher use, instruction, library services and reference in both libraries
- Provides point-of-contact patron service when stationed at the Read Library Circulation Desk, while promoting a welcoming and engaging, yet quiet atmosphere.
- Open and/or close the Read Library as scheduled

Instructional Partner

- Support teachers in Lesson planning to with an eye to information literacy curriculum.
- Collaborates with other teachers to teach information literacy, support ethical use of resources, and provide growth in reading comprehension and appreciation

Community Responsibilities

- Participates in the life of the whole school community, including attendance at appropriate faculty and committee meetings.
- Works with students, instructors and community to develop an understanding of library goals and encourage support of and participation in library programs and services, including planning through the 2021-2022 Library Bridge Year.
- Follows a plan for personal professional development and actively seeks opportunities to grow professionally. Also participates in staff development.

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