

JOB DESCRIPTION

Carden Academy 5200 Dent Ave, San Jose, San Jose, CA 95118

Title: Lower School Librarian

Open: Immediate 1/10/22, open until filled

Instructional Responsibilities

- Provide reference assistance to students, faculty members, and parents
- Coordinate library instruction of students, collaborating with faculty to integrate instruction with the classroom curriculum. This instruction will include the study of research methods, online resources, and intellectual property, copyright issues, and proper use of the library.
- Assist faculty in promoting reading and guide students in the individual choice of books for recreational and research reading.

Administrative/Program Responsibilities

- Plan, develop and administer the total program of the School library.
- Carry out all aspects of collection development and maintenance: evaluate and order new titles to meet the needs of curriculum and the community, catalog, process, weed, and inventory the collection* in a timely manner.
- Create displays and activities to help make the library a welcoming, pleasant, and helpful environment.
- Create a library environment that is orderly, attractive, and neat in appearance. Books should be checked-in and re-shelved in a timely manner.
- Initiate library programs that provide incentives for pleasure reading, and elicits school-wide enthusiasm for reading (i.e. National Book Week, Book Clubs, Elect to Read).
- Publicize the library—its services and collection (including AR, online encyclopedias, and other services) —and promote the role of the library in the life and curriculum of the school.
- Coordinate and oversee book fairs, author visits, and other special events to promote the library.
- Supervise the library assistant and library volunteers.
- Coordinate with appropriate administrators to plan for future facility and program needs of the library.
- Train instructional staff to use library resources (ex. Online encyclopedia) within their classrooms as well as in the library.

Technology Responsibilities

- Coordinate and maintain the most up-to-date versions of Alexandria and SmartMark library computer programs to ensure efficiency and effectiveness in the collections found in the classrooms and school library.
- Train students and staff to use the systems when searching for needed materials.
- Communicate and promote the AR program to parents, students, and faculty.
- Maintain the AR database, send home AR results, and communicate AR outcomes to the reading teachers.

Additional Responsibilities

- Participate actively in the life of the School.
- Play a leadership role in planning information education in the Lower School. This involves working with the lower school technology team to make recommendations to administration and faculty regarding effective use of technology and curricular integration and to plan for and implement use of new and emerging technology in Lower School.
- Serve on divisional curriculum committees and school-wide curriculum mapping committees.
- Keep abreast of current practices and issues in librarianship and education through journal reading, membership in associations, school visitations, and attendance at conferences and other professional-development activities.

Evaluation/Supervision

The Lower School Librarian reports to and is evaluated by the Head of the Lower School, and annually performs a self-evaluation. Working with the Head of the Lower School and the librarians in the upper and middle schools, the Lower School Librarian will regularly create, assess, and adjust a set of goals and objectives for job performance and for the library's operations.

Requirement: Bachelor's degree, experience in a library setting, and experience with students.

Pay range is \$22-\$25 per hour, based on experience. Can be full time with benefits, hours are 10-3 library, plus possibly more afternoon hours if desired to become full time.

Contact:

Alisa Springer

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Sr. Recruiter

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