

Middle School Librarian, 6th Grade Advisor, and Yearbook Coordinator

Overview of School

Prospect Sierra School, a prominent East Bay independent school, is seeking a full-time Middle School Librarian, 6th grade advisor and Yearbook Coordinator at the Middle School campus for the 2021-22 school year.

Prospect Sierra is an independent, co-ed K–8 school located on two campuses in El Cerrito, California. Our mission “inspires students to seek deep, meaningful understanding; to develop strong academic skills; and to become creative and independent thinkers.” The National Association of Independent Schools (NAIS) featured Prospect Sierra as a Model School of the Future, among only seven schools worldwide, in its publication *A Guide to Becoming a School of the Future*. Please visit our website, www.prospectsierra.org, for more information about the school.

Overview of Position:

The successful candidate will report to the Middle School Division Head. As Middle School Librarian, 6th Grade Advisor, and Yearbook Coordinator, the candidate will be responsible for the following (possibly on Zoom as well as in person):

Responsibilities of the Library Job:

- Help manage the day-to-day operations of the library, including circulation, overdue notices and lost book reimbursement requests, collection development, cataloging, readers’ advisory, research assistance, online services, supporting students in reading resources, and student tech support;
- Teach 6th grade library skills class which includes:
 - Information Literacy in coordination with Humanities, Science, and Spanish research projects. Skills include online catalog searches, database usage, online search strategies, resource evaluation, MLA citation format
 - Media Literacy
 - Digital Citizenship
 - Literature Appreciation
- Coordinate and provide ongoing readers’ advisory for 6th grade Reading Buddy program;
- Assist in resource gathering and teaching periodic 7th and 8th grade research skills classes in conjunction with research projects throughout the year; assist in book talks launching independent reading projects for 7th and 8th grade Humanities classes;
- Collaborate with Head Librarian to create year-round library programming, including all-school reading challenges, interactive displays, author visits, Screenfree Week activities, Edible Books festival, and Summer Reading;

- Provide library supervision as needed and when available in support of Head Librarian (could be recess, lunch and after school).

Responsibilities of Advisor Job:

- Lead a 6th grade advisory - oversee the overall well-being of approximately 12 students, lead daily morning meetings, communicate with families, and partner with learning specialist and other teachers to support each advisee in their overall success at school;
- Lead parent-teacher conferences;
- Support the 6th-grade team with grade-wide special events, field trips, projects, and initiatives;
- Run study hall for these advisees;
- Co-chaperone a four-day/three-night student field trip to a working biodynamic farm.

Responsibilities for Yearbook Coordinator Job

- Create a yearbook for TK-8;
- Lead Yearbook committee/elective of middle school students who help gather information and pictures to put the yearbook together;
- Partner with Yearbook publishing company throughout the school year;
- Collaborate with families, teachers, staff, and administration to gather photos and information needed to complete the yearbook.

Required Qualifications:

The candidate must have:

- Appreciation and desire to work with middle school students;
- Knowledge of early adolescents and their social emotional development;
- Knowledge of and passion for educational best practice in Library and Information Science, including:
 - Broad knowledge of and passion for children's and young adult literature
 - Fluency in using and teaching information literacy skills, media literacy, and digital citizenship
 - Collection development or materials management
- Ability to create an inclusive classroom environment for diverse perspectives which recognizes that identity and emotions matter;
- Nuanced understanding of DEI/social justice knowledge from a personal or programmatic perspective;
- Ability to effectively communicate both in writing and verbally with a diverse constituency of parents, students, and colleagues;
- Strong organizational skills and ability to multitask;
- Ability to take initiative with a team approach that includes the ability to collaborate effectively with diverse constituencies;
- Flexibility.

In addition to required qualifications, desirable additional skills include:

- Familiarity with Learning Ally and Overdrive;
- Knowledge of educational technology to support teaching and learning.

School-wide Duties

- Participation on committees as needed and appropriate;
- Ancillary duties include responsibilities that are part of middle school life, e.g., team and staff meetings, attendance at school functions, chaperoning school trips, committee work, recess duties, etc.

How to Apply

Email a resumé, a one-page cover letter, and a list of three references with contact information to: Nathan Tanaka, Middle School Division Head.

Email: avisjobs@prospectsierra.org (include "Librarian, 6th Grade Advisor, and Yearbook Coordinator" in the subject line)

Prospect Sierra 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.

Salary:

Salary is competitive. Benefits included.