



**Independent, co-educational, K-8  
Learning Commons Specialist  
Full-time position beginning August 2021**

Mark Day School seeks a school library assistant for the full-time position of Learning Commons Specialist to begin August 2021. The Learning Commons opened in 2018 as an innovative, two-story, 4,100-square-foot space that houses the school's digital and print collections. The Learning Commons includes adaptable, indoor-outdoor learning spaces as well as a storytelling area, a digital media lab, and quiet study rooms. The Learning Commons Specialist will report to the Director of the Learning Commons who leads the development and implementation of Learning Commons programs. The ideal candidate should have a passion for fostering a love of reading in K-8 students, an enthusiasm for media and information literacy education, comfort learning new digital tools, and experience working with young students.

### **Position Summary and Responsibilities**

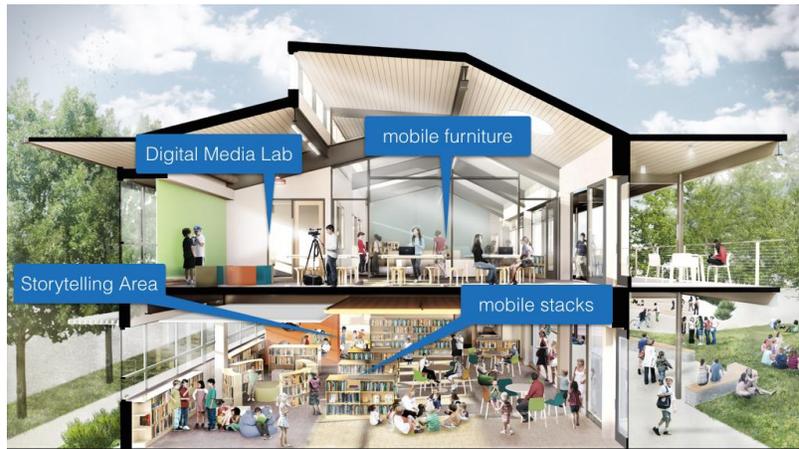
**Administrative:** The Learning Commons Specialist is responsible for consistently maintaining tasks that support the Learning Commons, including cataloging and processing new books, reshelving books, managing reservations and use of the Upper Learning Commons facility, updating and creating book displays, creating instructional materials for Learning Commons programs, etc. The Learning Commons Specialist is also responsible for executing the efficient management of circulation services.

### **Programmatic:**

The Learning Commons Specialist is responsible for implementing select Learning Commons programs such as book clubs, the Bizjack Reading Program, etc. The ideal candidate will also assist in planning and conducting Learning Commons classes, in coordination with the Director of Learning Commons.

### **Education and Experience**

- Bachelor's degree or higher from an accredited institution preferred
- Relevant experience in a school or library environment preferred



Sectional Perspective through Upper & Lower Learning Commons

## **Employment at Mark Day School**

Mark Day School is a vibrant and diverse community, and all community members continue to work towards the furthering of an inclusive and supportive school. The school is an equal opportunity employer committed to excellence through diversity and multiculturalism. Mark Day School's salary and benefits are very competitive by both NAIS and regional standards. For more information about Mark Day School, please visit our website ([www.markdayschool.org](http://www.markdayschool.org)).

Interested candidates should send a letter of interest and resume in PDF format via email to Bonnie Nishihara, Assistant Head and Director of Educational Design & Innovation, at [bnishihara@markdayschool.org](mailto:bnishihara@markdayschool.org).

## **About Mark Day School**

Founded in 1980, Mark Day School is an independent, co-educational K-8 school located in the Bay Area in San Rafael, CA, with an enrollment of 380 students. Innovative, inclusive, and full of heart, Mark Day School unites an enriched, challenging academic program with a kind and inclusive community. The school nurtures a love of learning, engagement in the community, and development of compassion and an ethical framework. Students learn and practice the intellectual, social, and emotional skills they will apply to the unique challenges and opportunities of their time; graduates stand out not only for their intellectual curiosity and pursuit of ideas, but also for their joy of learning and deep sense of responsibility to be active, engaged citizens.

Mark Day School has established a consistent practice of thoughtful innovation in its curricular program, focusing on current century skills and concepts including four cross-disciplinary literacies: cross-cultural literacy, media and information literacy, ecoliteracy, and social, emotional, and ethical literacy. Highlights include the NAIS Leading Edge Award-winning media literacy program; well-established local and global partnerships with the Canal Alliance of San Rafael, eSibonisweni School and Kliptown Youth Program in South Africa, Beijing #2 Experimental Primary School in China, and Pan American School in Costa Rica, among others; iPads in the third and fourth grades; laptops beginning in fifth grade; Mandarin and Spanish language beginning in kindergarten; a commitment to differentiation across the school; and more.

In spring 2018 the school completed a transformative campus project that includes renovation of the quad and amphitheater at the heart of the campus and the construction of a new Learning Commons, Digital Media Lab, and Creativity Lab. The new learning spaces are designed to support student-centered inquiry, hands-on discovery and tinkering, collaboration, and design thinking.