

PRIMARY DIVISION LIBRARIAN

Job Posting

Department: Primary School
Reports to: Director of Library Services

Posting Dates: April 18-28, 2016
FLSA: Exempt/Faculty

SUMMARY

Hathaway Brown School seeks a visionary library professional to work with the Primary Division grades and collaborate with three additional librarians and staff members. The successful candidate is a passionate advocate for library services, committed to creating an inviting and engaging environment to inspire every learner. This educator will design, implement, and teach an information and reading literacy program for grades K-4 that instills a love of learning, fosters multiple literacies, and empowers students to be enthusiastic readers, responsible users of information, and creative and critical thinkers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Library Media Specialist will:

- Work closely with the Director of Library Services and library staff to assist in providing superior library services to the school community.
- Promote a positive, professional relationship with students, staff, faculty, administrators and parents to bring the benefits of the libraries to the entire school community.
- Stimulate student engagement and acquisition of knowledge through original, inventive and innovative teaching practices.
- Use library collection development practices to assist in maintaining and developing, superior, balanced school library collections with a diverse, multicultural, and global point of view.
- Stay abreast of new library technologies and actively explore technologies and resources that support student learning and increase access to knowledge for students, faculty, and staff.
- Teach library, information literacy, and research skills and procedures to students, faculty, and staff in accordance with established school and library standards as well as national best practices.
- Attend divisional and grade level meetings and consult with and assist faculty in creating lesson plans that integrate library, media and technology resources into curricular areas.
- Participate in ongoing professional development to continually enhance personal skills related to library media services
- Supervise library processes and catalog library materials as needed.
- Demonstrate professional integrity through ethical behavior.
- Participate in various professional organizations and activities that relate to libraries, learning, literacy, and technology.
- Perform other duties as assigned.

EDUCATION AND SKILLS:

- 1 - 2 years of library and educational technology experience or equivalent combination of knowledge, education and experience. Experience working with K-12 students in an educational setting is preferred.
- An ALA accredited Master's degree in Library Science or in a related area.
- Ability to satisfactorily perform each essential function of the job.

Interested candidates should email or mail a resume and statement of teaching philosophy with cover letter to:
Hathaway Brown School
19600 North Park Boulevard Shaker Heights, Ohio 44122
hrstaffing-library@hb.edu, www.hb.edu, EOE

Founded in 1876 and located in Shaker Heights, Ohio, Hathaway Brown School is an independent, inclusive environment that serves girls in grades K through 12 and boys and girls in the Early Childhood Program. Hathaway Brown prepares students through a rigorous curriculum that combines a variety of academic and experiential learning opportunities. The school focuses on educational innovation as it prepares students to rise boldly to the challenges of our times and live out the HB motto of learning "not for school, but for life."