

Lower School Librarian

Andrews Osborne Academy Lower School (PreK – Grade 5) is seeking an experienced part-time (.5 FTE) librarian. The librarian will be responsible for building and maintaining an up-to-date, culturally diverse collection while supporting teachers and students in their use of the library collection including print and non-print resources.

Duties and Responsibilities:

- Build and maintain the library's collection through collection development, managing circulation, monitoring inventory and weeding and repairing books
- Teach beginning of the year orientation classes, curriculum support classes as requested by teachers, and occasional instructional research classes in addition to weekly check-out times per grade
- Serve as building leader in children's literature with a focus on diverse perspectives
- Manage library budget
- Manage library volunteers
- Compile summer reading lists for students in collaboration with classroom teachers
- Partner with teachers to build and strengthen connections between student information and research needs, curricular content, and information resources
- Coordinate author visits
- Act as liaison to the Friends of AOA Libraries
- Perform duties as assigned (recess, car, bus duties)
- Participate enthusiastically in the school community outside the classroom
- Develop positive working relationships with colleagues, students and families
- Demonstrate excellent communication skills, both written and oral
- Continue ongoing professional development in the library-related field
- Perform other duties as assigned by the Director and Head of School

Qualifications:

- Must love working with and have a deep understanding of the developmental needs of elementary aged children
- A Master of Library Science or Ohio state certification as a school librarian
- Experience developing and maintaining a library preferred
- Expertise in Children's Literature
- Effective communication skills, both verbal and written
- Strong organizational skills
- References should speak to an applicant's ability to be a collaborative and cooperative colleague and to be professional, creative, and innovative in the implementation of library programming

Application Process:

Email a letter of interest, statement of educational philosophy, contact information of three references and an updated resume to:

Theresa Frisbie
Lower School Director
38588 Mentor Ave.
Willoughby, Ohio 44094
ffrisbie@andrewsosborne.org
No phone inquiries please