

Librarian/Information Specialist

School Year 2017-2018



The Foote School seeks a qualified Librarian/Information Specialist to provide the leadership and expertise necessary to ensure that the library program is aligned with The Foote School's mission and is an integral component of the instructional goals of the school. This position will be part of a collaborative library team that fosters a love of reading, contributes to an information-literate student body and maintains a dynamic library collection.

The successful candidate will be a team player and a nurturing, flexible person who understands the developmental and cognitive needs of children. The ability to communicate effectively with students, parents and peers as well as employ a variety of instructional techniques to engage young learners is essential.

We are deeply committed to diversity and an inclusive curriculum and community. We actively encourage applications from candidates with broad and diverse backgrounds and from individuals of all races, nationalities, and beliefs. We seek candidates who have a clear interest in being part of a community that challenges prejudice and is committed to diversity and inclusion.

Roles and Responsibilities:

Teacher:

As a teacher/librarian, the successful candidate will encourage students to become critical thinkers, enthusiastic readers, skillful researchers and ethical users of information by guiding students in:

- The development of research skills using print materials, databases and internet resources; specifically in grades 4-9
- The assessment of digital resources
- Reading for understanding, for exposure to diverse viewpoints, a range of genres and for pleasure

Instructional Partner:

As an instructional partner, the teacher/librarian will collaborate with teachers in Kindergarten through 9th grade. The teacher/librarian will be a partner in the instructional process by:

- Collaborating with classroom teachers in the curriculum design process
- Providing a range of resources for teachers to assist in curriculum development and support ongoing units of study
- Collaborating with technology department to create curriculum that reflects best practices in information literacy and digital citizenship
- Attending departmental meetings

Information Specialist:

As information specialist, the teacher/librarian ensures equitable access and responsible use of information by:

- Developing and maintaining a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community
- Selecting materials that represent diverse perspectives and needs of students, staff and the Foote School community.
- Understanding copyright, fair use and assisting users with their understanding and observance of the same
- Organizing the collection for maximum and effective use
- Working closely with the technology department to ensure technical resources are current and functioning properly. Library resources include 14 desktop computers and 5 laptop computers, 2 printers and a projector used for teaching

Additional Responsibilities:

As a member of the library staff and the Foote School community, additional responsibilities will include:

- Providing supervision in the library during after-school hours
- Other administrative duties as needed
- Serving on faculty committees
- Facilitating personal growth through professional development opportunities

Qualifications:

Bachelor's degree required. Master's degree in Library Science, Information Studies or similar field preferred. Minimum 3+ years teaching experience at the elementary/middle school level required.

Knowledge of:

- Information literacy skills for children and adolescents
- Library organization
- Print (books, magazines, etc.) and non-print (e-books, audio collections, DVD's, etc.) collection development for children and adolescents

Please submit the following information to employmentinquiries@footeschool.org :

- Resume
- Cover letter
- Personal Statement
- Letter of Recommendation
- List of Three References

Thank you for your interest in The Foote School.